

MICROSOFT 365 TRAINING

SPEAKER: CLARICE



Agenda

- **Part 1: Exchange Online/ Outlook**
 - Introducing Outlook
 - Mail Features
 - Calendar Features
- **Part 2: Microsoft Teams**
 - Introducing Microsoft Teams
 - Chat Features
 - Teams Group and Channels
 - Meeting Features
- **Part 3: Conclusion and Q&A**
 - Wrap Up

Key Takeaways



Have a better understanding about the Microsoft Application



Understand when to use what



Able to utilize these skills to #worksmarter and productively

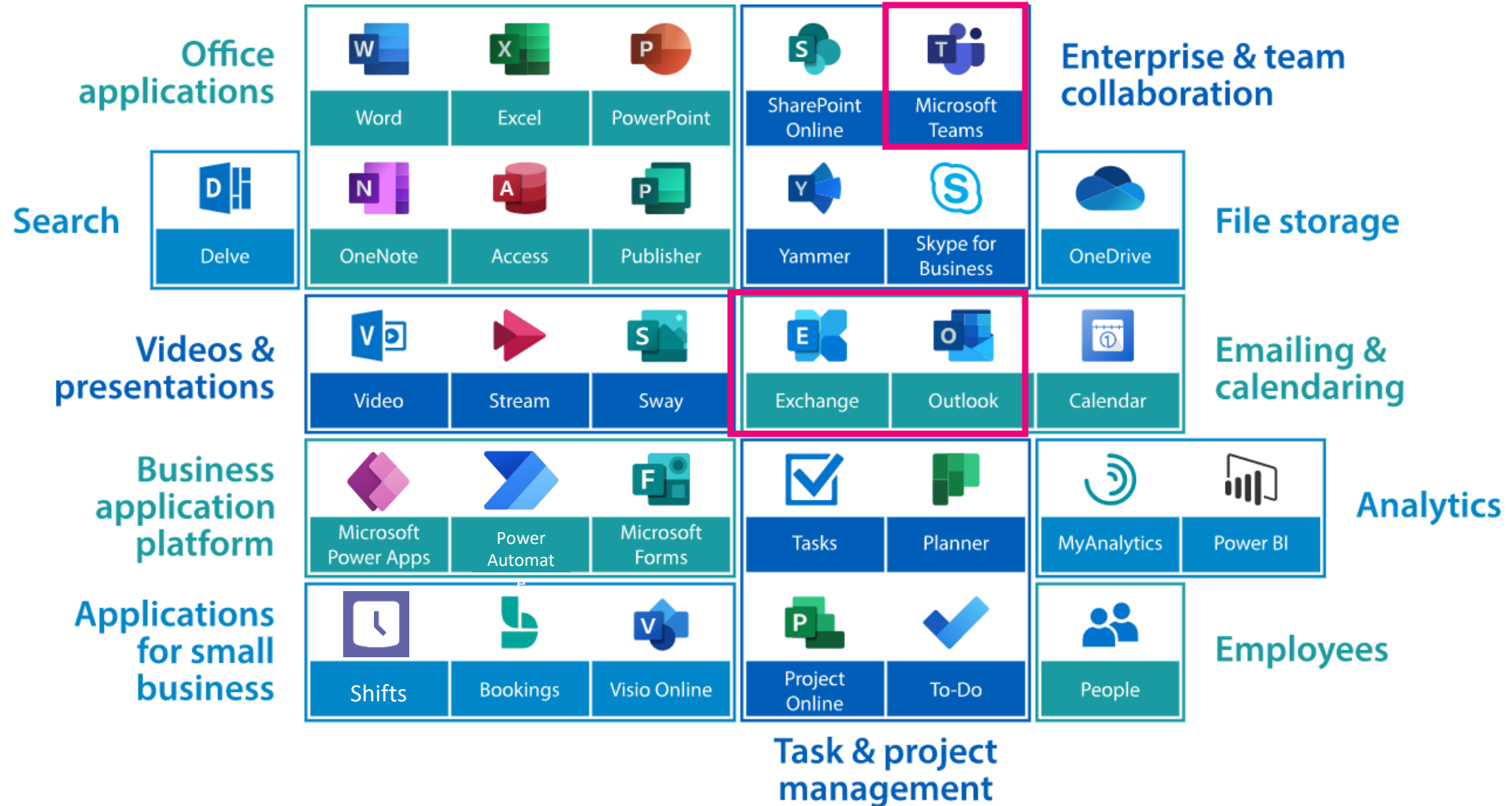


WELCOME TO MICROSOFT 365

PART 1

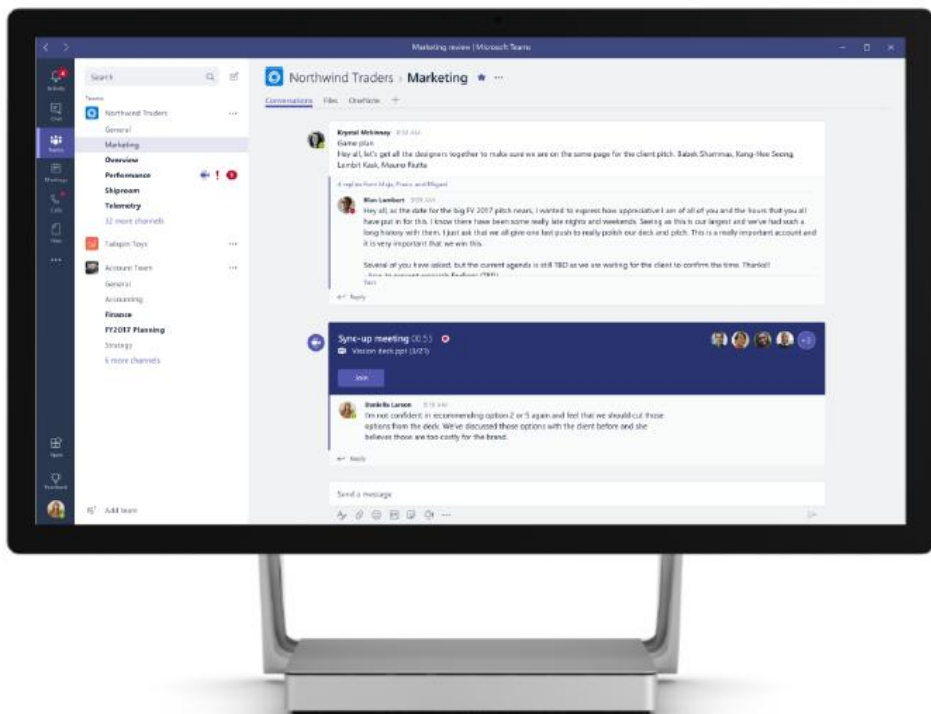
Introducing Microsoft 365

WELCOME TO MICROSOFT 365

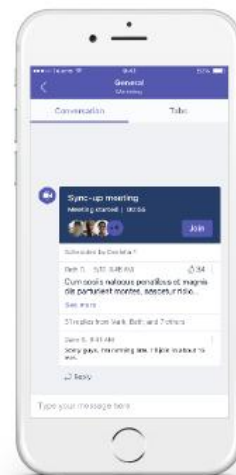


Connecting to Microsoft 365

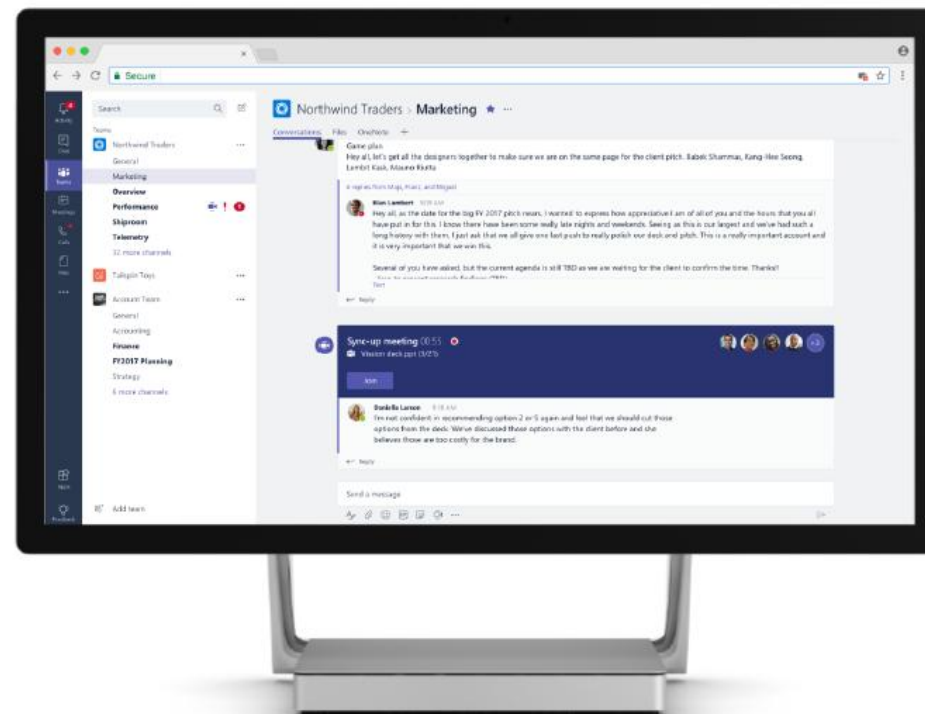
WELCOME TO MICROSOFT 365



Desktop



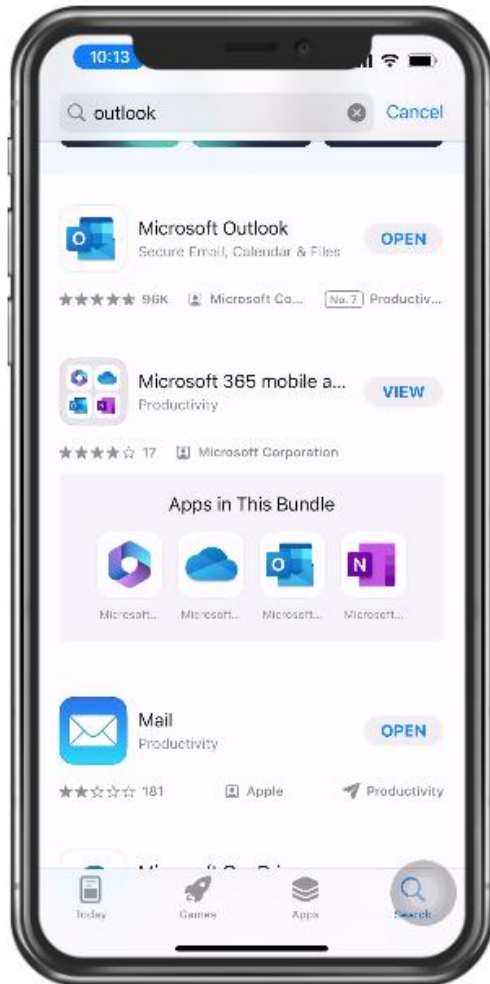
Mobile



Web

Download the Apps on to your Mobile Devices

WELCOME TO MICROSOFT 365



1. Open "AppStore" or "Google PlayStore" on your mobile device.

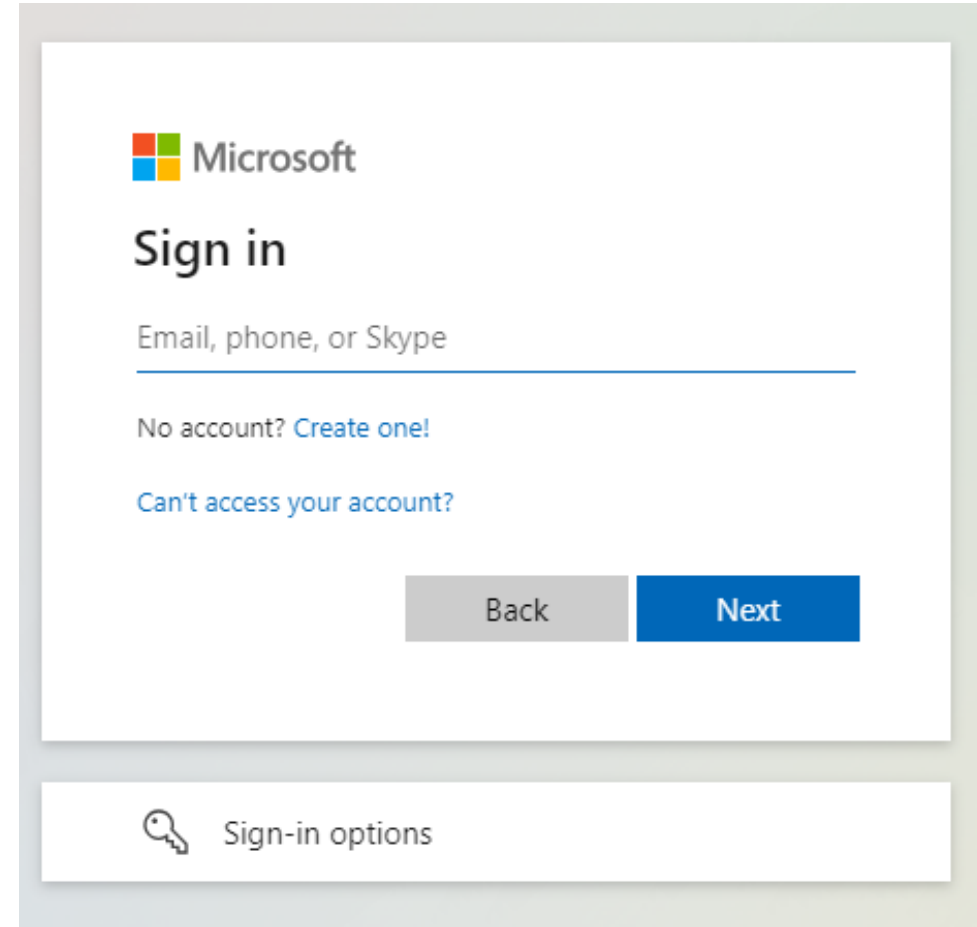
2. Search for needed application (e.g., Outlook) and select "Download".

Connecting to M365

WELCOME TO MICROSOFT 365

1. Go to <https://portal.office.com/>

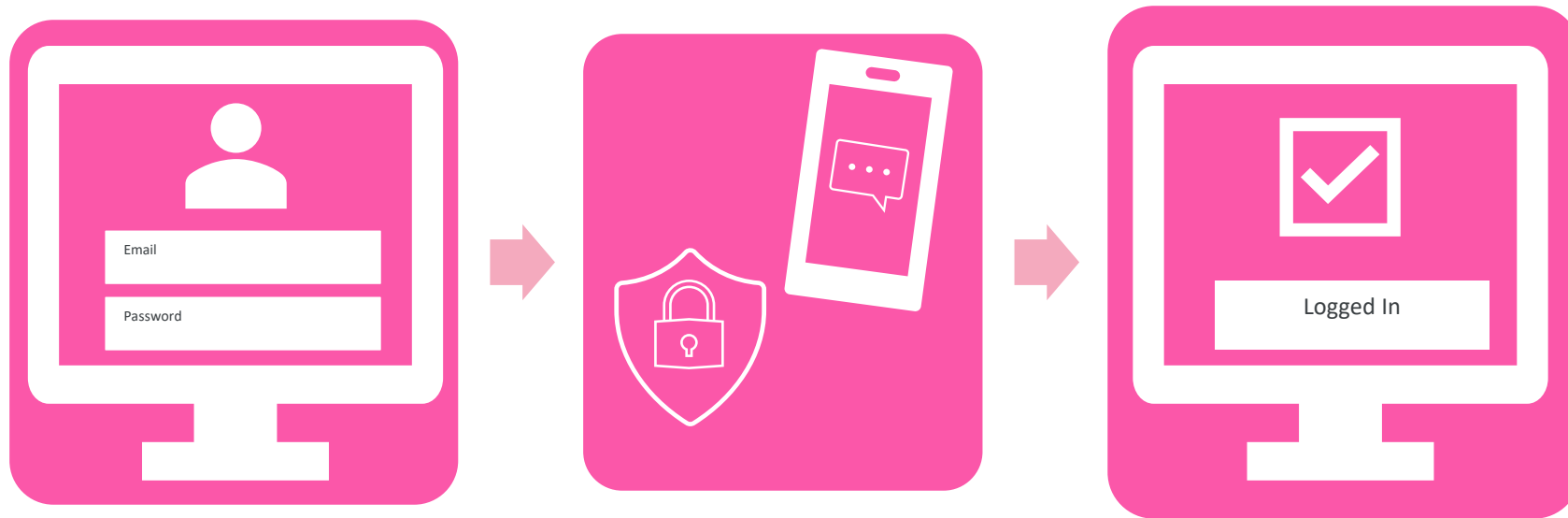
2. Login to your M365 Account



The screenshot shows the Microsoft sign-in interface. At the top left is the Microsoft logo. Below it, the text "Sign in" is displayed in a large, bold font. Underneath, there is a text input field with the placeholder text "Email, phone, or Skype". Below the input field, there are two links: "No account? Create one!" and "Can't access your account?". At the bottom right of the main content area, there are two buttons: a grey "Back" button and a blue "Next" button. Below the main content area, there is a section titled "Sign-in options" with a key icon to its left.

Connecting to M365

WELCOME TO MICROSOFT 365

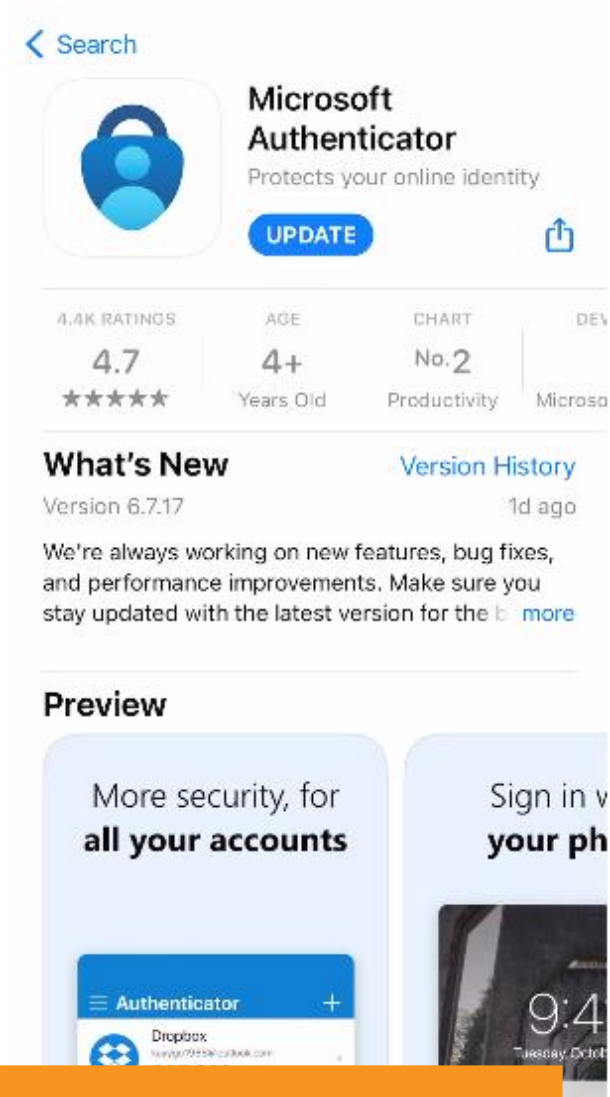
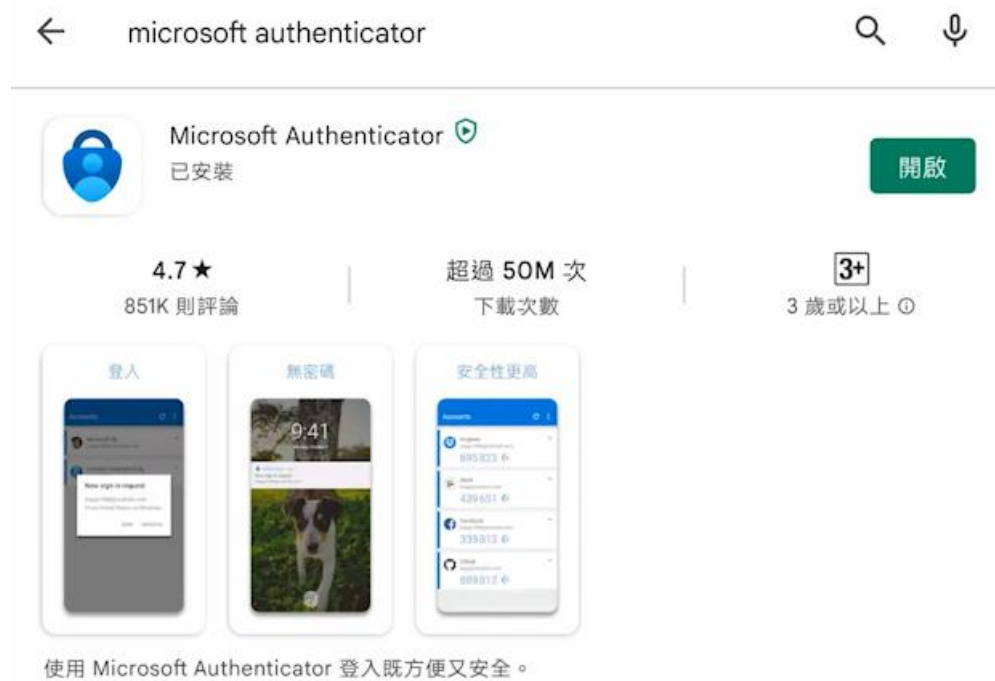


The following are 3 primary methods available for Multi-Factor Authentication (MFA)

- Microsoft Authenticator
- SMS
- Phone Call

Connecting to M365

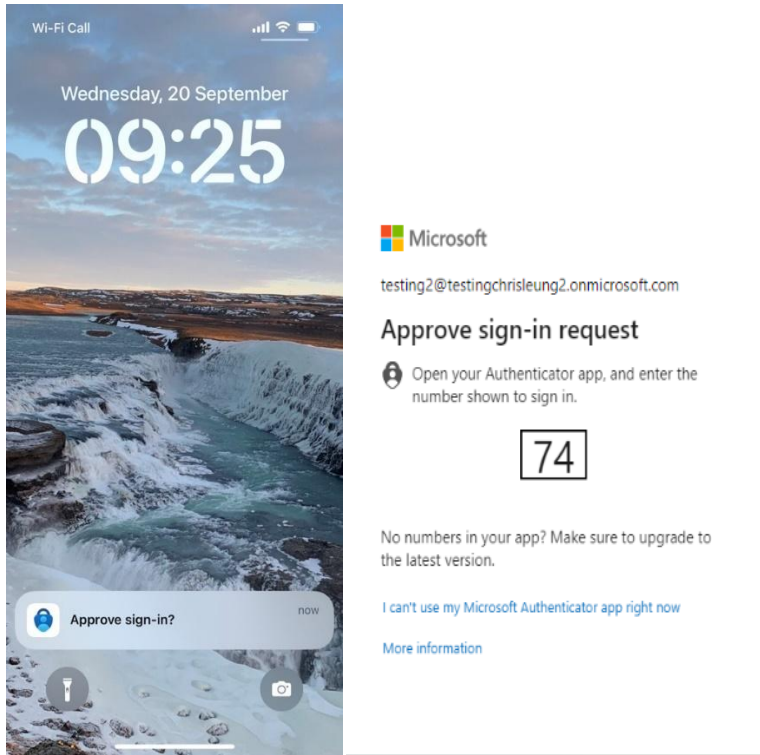
WELCOME TO MICROSOFT 365



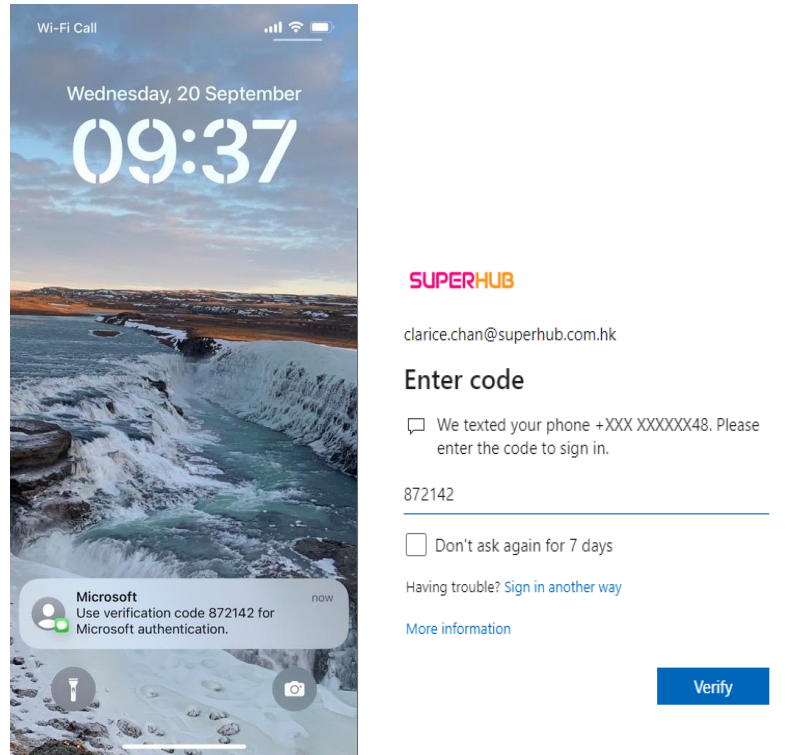
1. Download "Microsoft Authenticator" in your mobile devices.

Connecting to M365

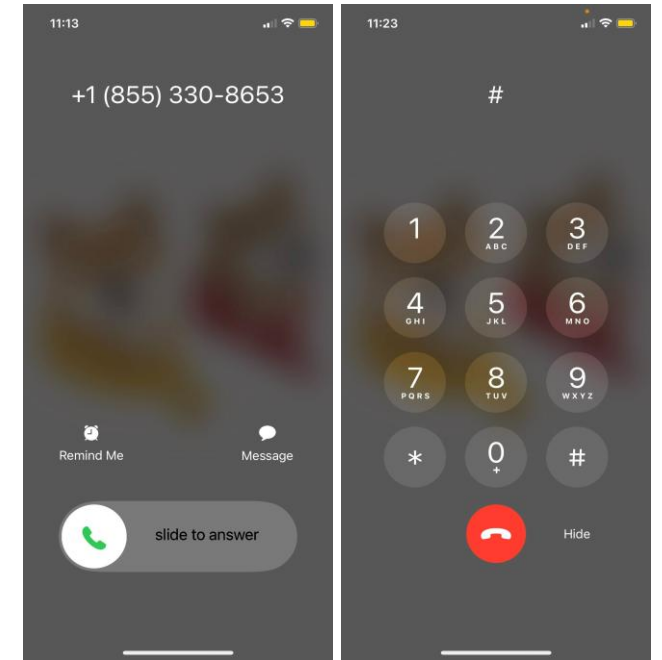
WELCOME TO MICROSOFT 365



Microsoft Authenticator



SMS



Phone Call

Change Password

WELCOME TO MICROSOFT 365

1. Access <https://portal.office.com>

2. Select your icon from the top right and select "View Account"

3. Select "Password"

4. You can change the password here.

The screenshot displays the Microsoft 365 portal interface. At the top left, the 'Microsoft 365' logo and 'Home' button are visible. The main content area shows a 'Change password' form with the following fields: 'User ID' (demopc@superhub.com.hk), 'Old password', 'Create new password' (with a 'Password strength' indicator), and 'Confirm new password'. A green 'Submit' button and a grey 'Cancel' button are at the bottom of the form. On the right side, the 'My Account' menu is open, listing options like Overview, Security info, Devices, Password, Organizations, Settings & Privacy, My sign-ins, Office apps, Subscriptions, and Give feedback. The 'Password' option is highlighted with a red box. Above the menu, a user profile card for 'DemoPC (SUPERH...)' is shown, with a red box around the user icon and a red arrow pointing to the 'Password' menu item. In the top right corner, a red box highlights the user's profile icon (DS) and a red arrow points to the 'View Account' link in the profile card. An orange callout box at the bottom left contains the text '4. You can change the password here.'



OUTLOOK & EXCHANGE ONLINE

PART 1

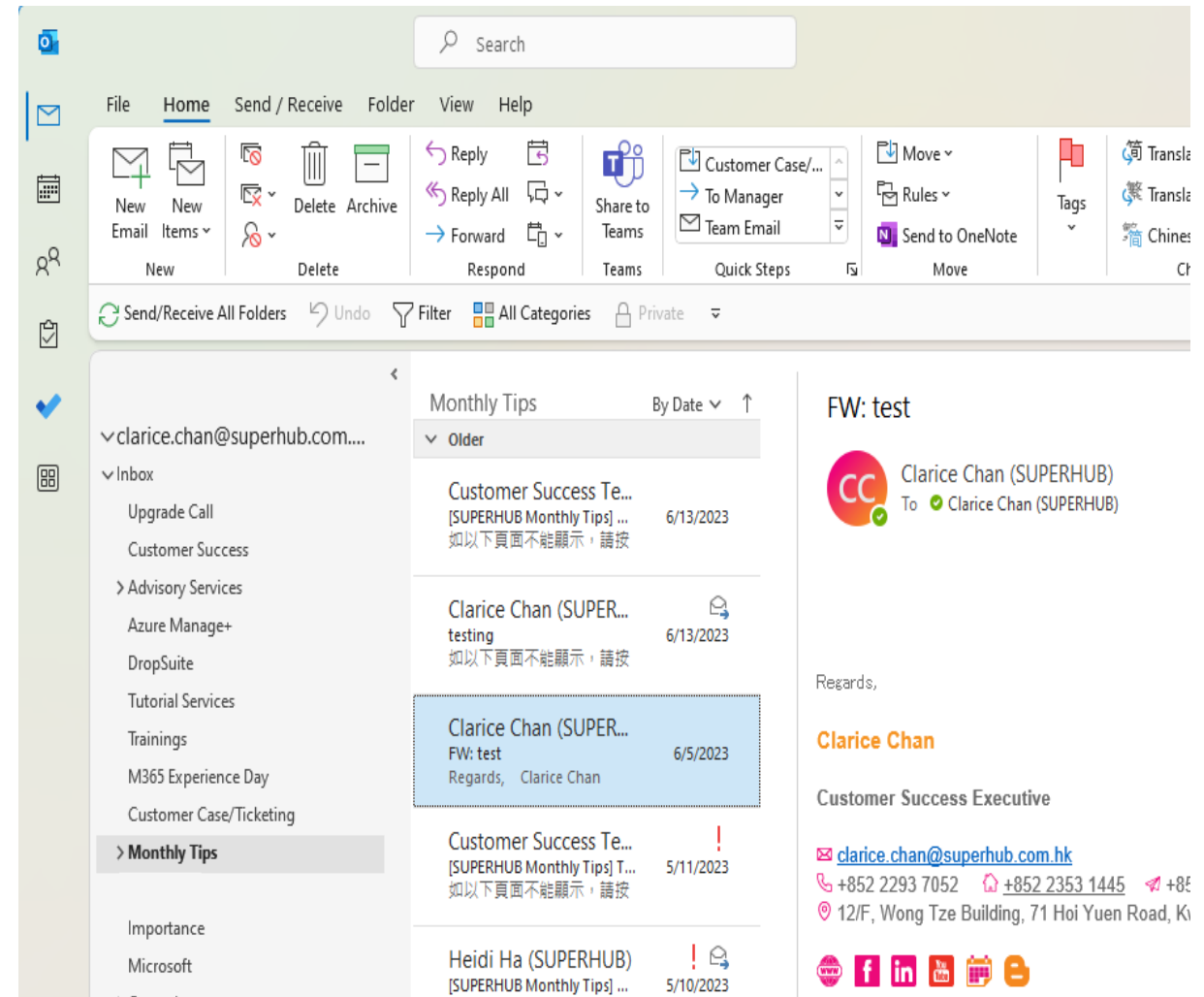




Introducing Outlook

OUTLOOK & EXCHANGE ONLINE

- Outlook is a mail server allowing you to send and receive emails.
- It also includes Calendar, To-do, planner to help you better manage your daily work schedule.
- It is synced, meaning you can access to the same data across different platforms





Introducing Outlook

OUTLOOK & EXCHANGE ONLINE



Mail Features



Calendar Features



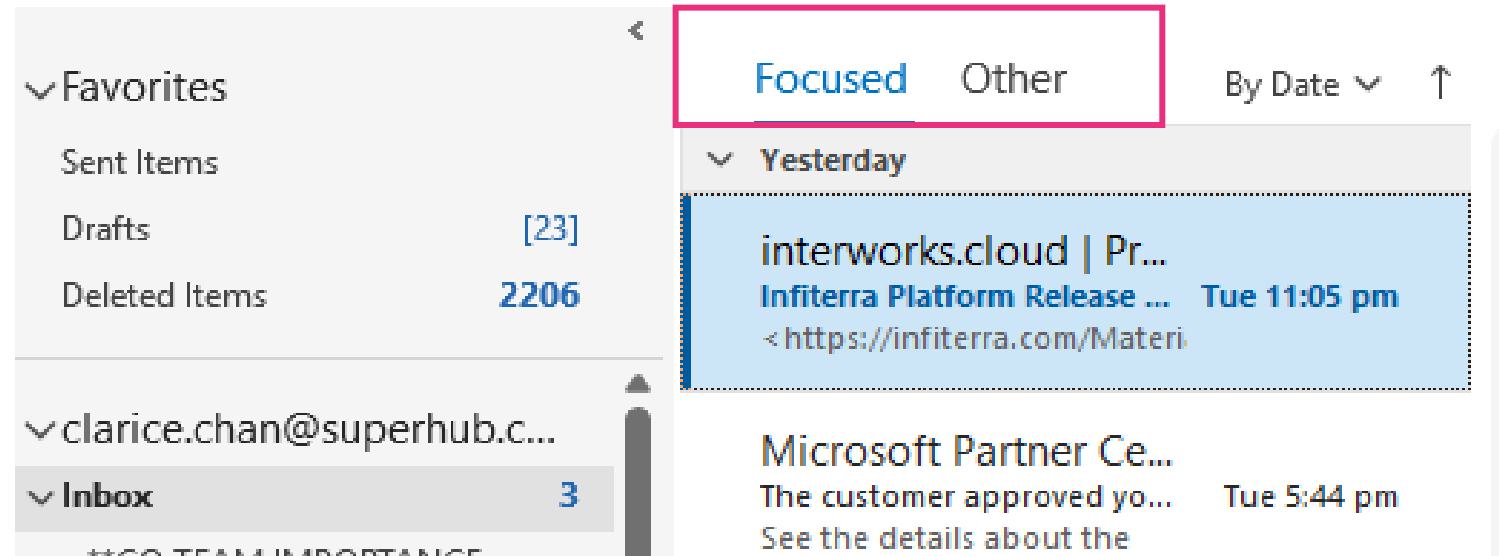
MAIL FEATURES- MANAGEMENT



Email Views

OUTLOOK & EXCHANGE ONLINE- MAIL FEATURES (MAIL MANAGEMENT)

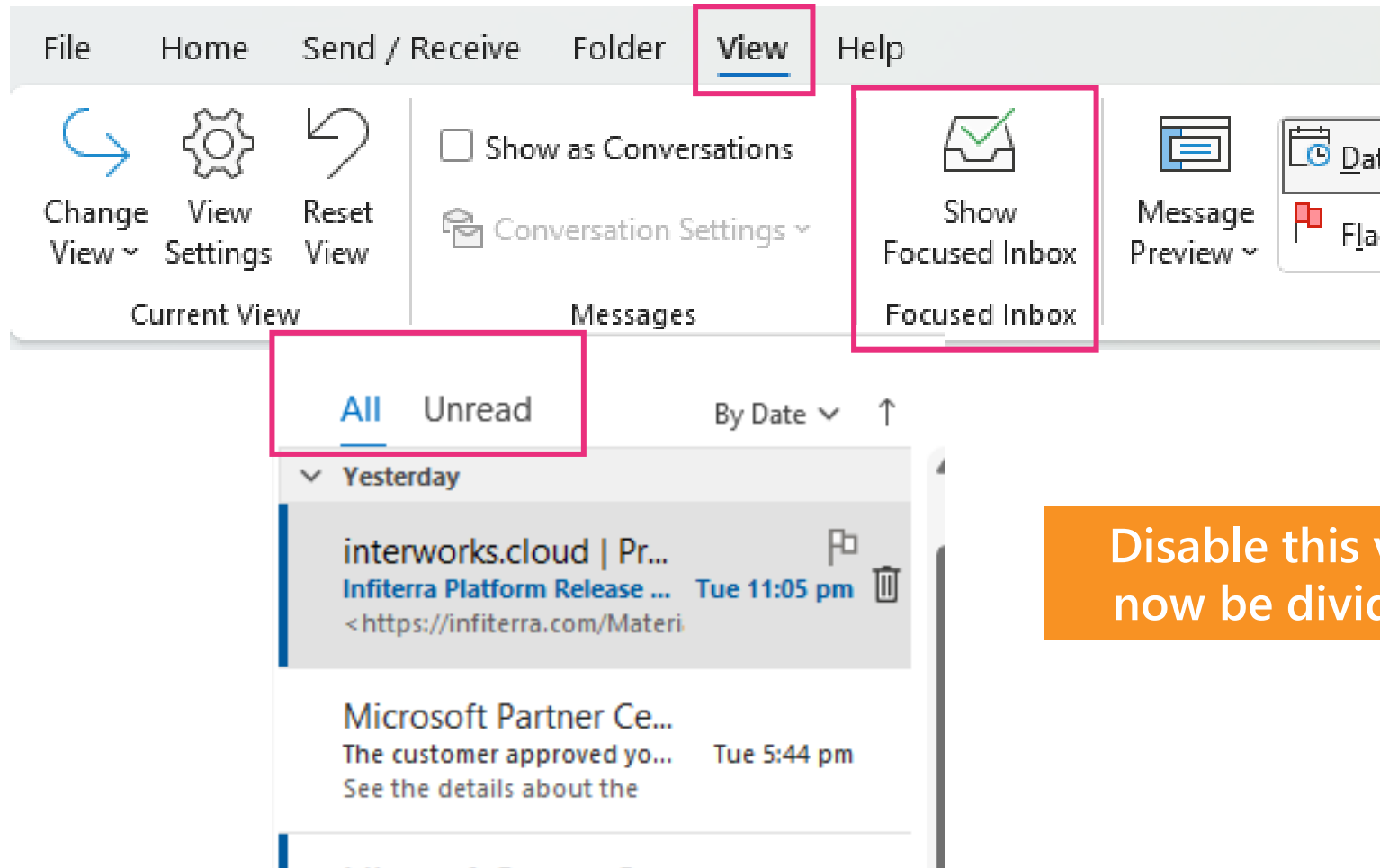
- Through machine learning, Microsoft Outlook helps you identify and split your mails into 2-main categories—**“Focused”** and **“Other”**
- **“Focused”**: Messages that Outlook identified that are important to you.
- **“Other”**: Messages that are identified as less important, e.g., bulk emails, advertisements, newsletter, etc.





Email Views

OUTLOOK & EXCHANGE ONLINE- MAIL FEATURES (MAIL MANAGEMENT)



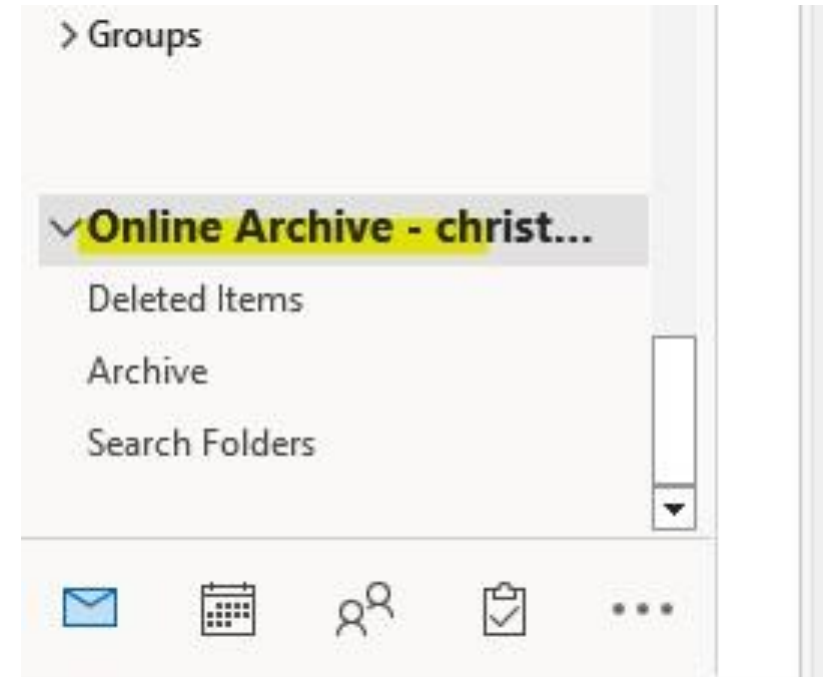
Disable this view so that your email will now be divided into "All" and "Unread"



Archive Storage

OUTLOOK & EXCHANGE ONLINE- MAIL FEATURES (MAIL MANAGEMENT)

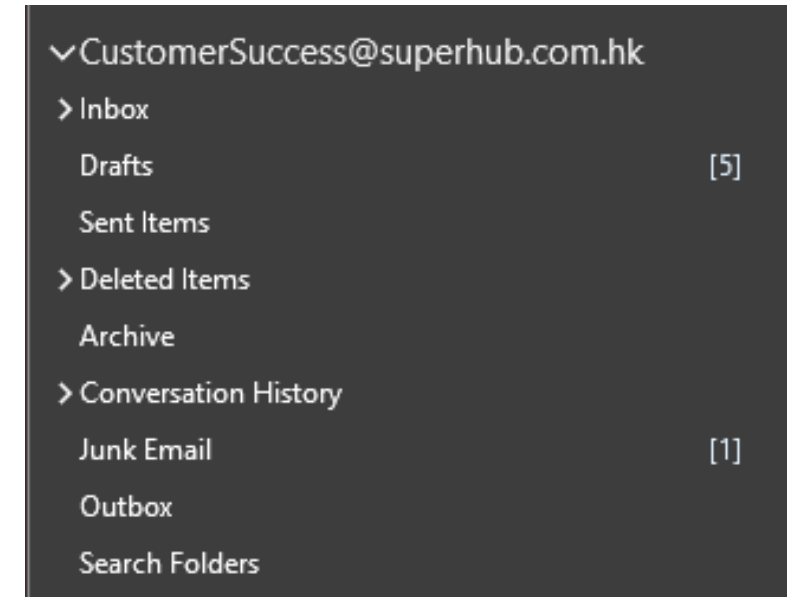
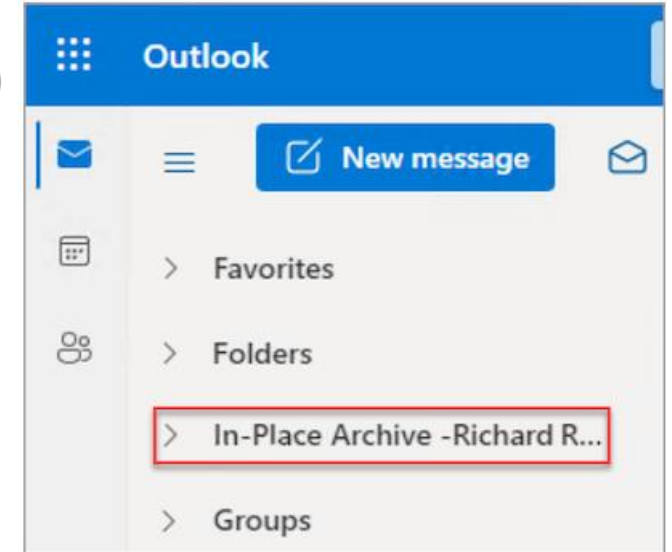
- By default, online archive is disabled. If you wish to enable this feature, simply contact your IT admins.
- Once enabled mails that are at least 2-years old will fall into Online Archive in default retention policy.
- **A quick fix solution:** Dragging emails into “Online Archive” to archive the mails when needed.



Archive Storage

OUTLOOK & EXCHANGE ONLINE- MAIL FEATURES (MAIL MANAGEMENT)

- Users can simply navigate to the “**Online Archive**” folder from the left navigation bar to view archive mails. (Standard version of Outlook 2013, 2016 and 2019 won't be able to see)
- User can check online archive message using webmail.
- Sub folders under mailbox called “**Archive**” is NOT online archive data.





Archive Storage

OUTLOOK & EXCHANGE ONLINE- MAIL FEATURES (MAIL MANAGEMENT)

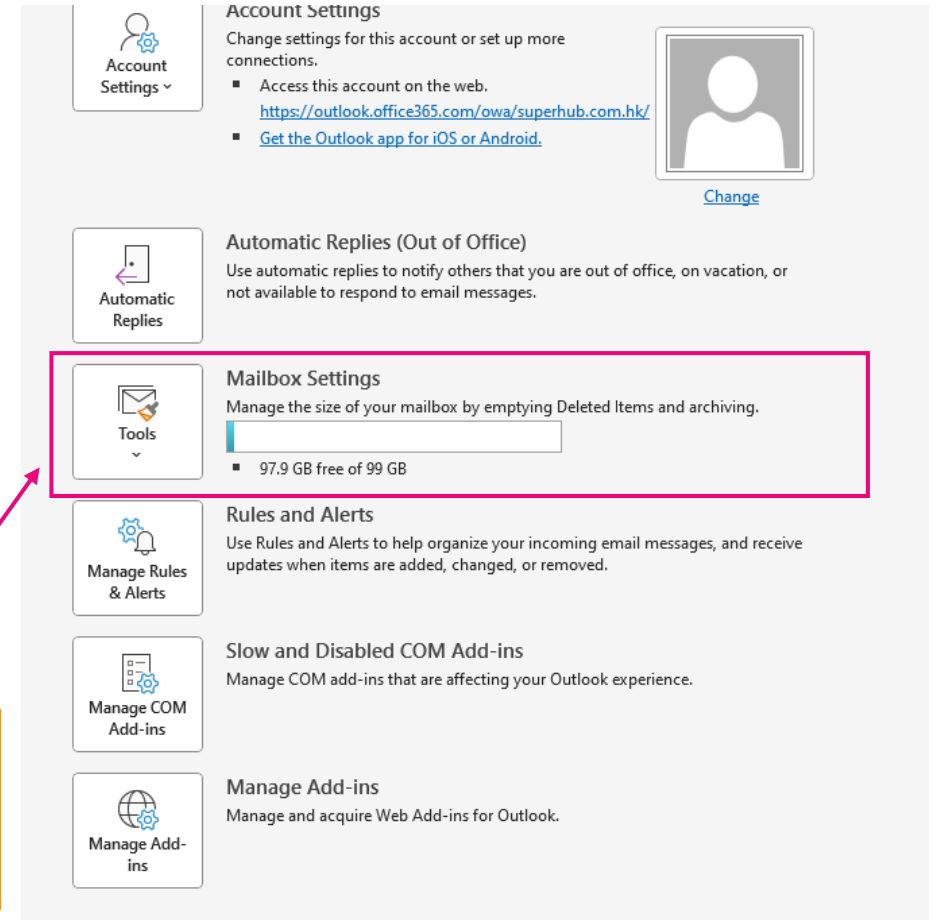
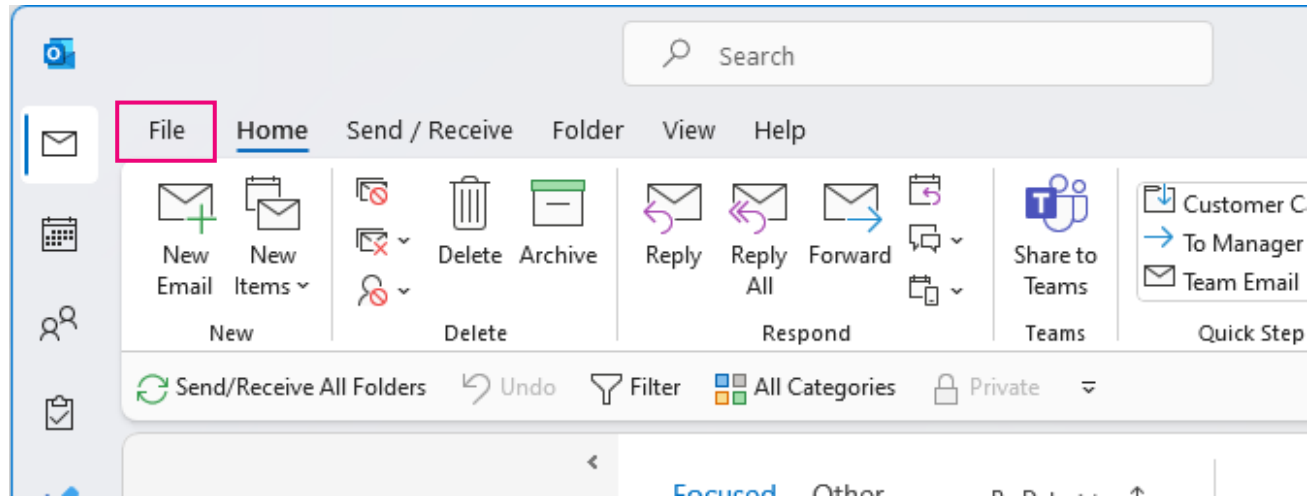
Depending on the subscribed license, you will have different storage and archive limits

License	Mailbox Storage Limits	Archive Limits
Exchange Online Plan 1	50GB Mailbox Storage	50GB Archive Limits
Exchange Online Plan 2	100GB Mailbox Storage	1.5TB Archive Limits



Archive Storage

OUTLOOK & EXCHANGE ONLINE- MAIL FEATURES (MAIL MANAGEMENT)



As an end-user you can easily check your mailbox storage by selecting "Files"

Then you will be able to see your personal mailbox storage status under "Mailbox Settings".



Delete/ Recover Deleted Emails

OUTLOOK & EXCHANGE ONLINE- MAIL FEATURES (MAIL MANAGEMENT)

Hitting "Delete" in a selected email will remove your email from the folder to "Deleted Items"

To recover an email from the "Deleted Items" simply drag and drop the email back in its designated folder.



Delete/ Recover Deleted Emails

OUTLOOK & EXCHANGE ONLINE- MAIL FEATURES (MAIL MANAGEMENT)

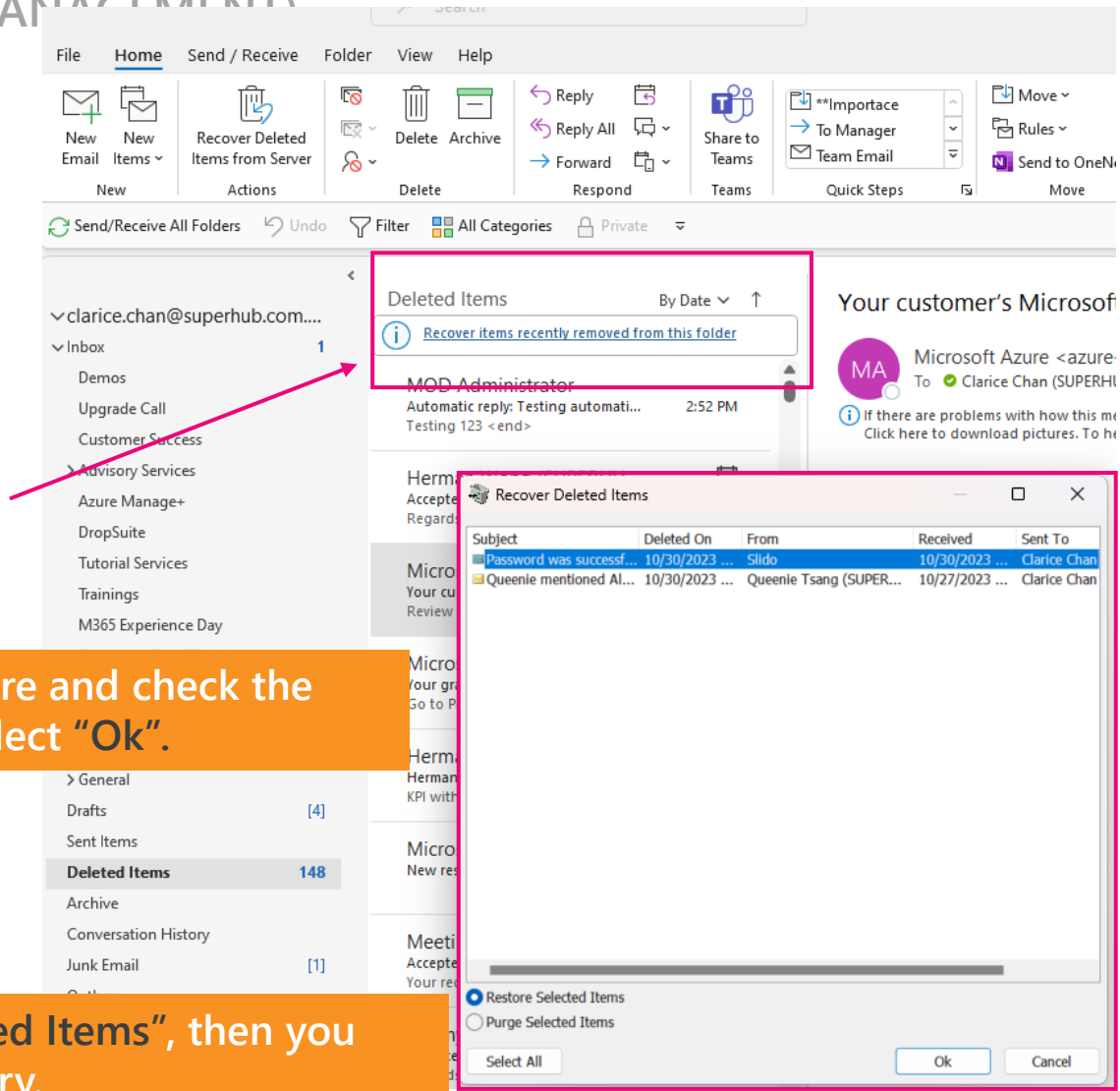
Emails in "Recoverable Items" can be restored within 30 days.

Deleting an email from the "Deleted Items" will move it to a hidden folder- "Recoverable Items"

1. Navigate to "Deleted Items" and select this link found on the top.

2. Select the email you want to restore and check the box "Restore Selected Items" and select "Ok".

Restored items will be moved back into "Deleted Items", then you can move it to the designated folder if necessary.

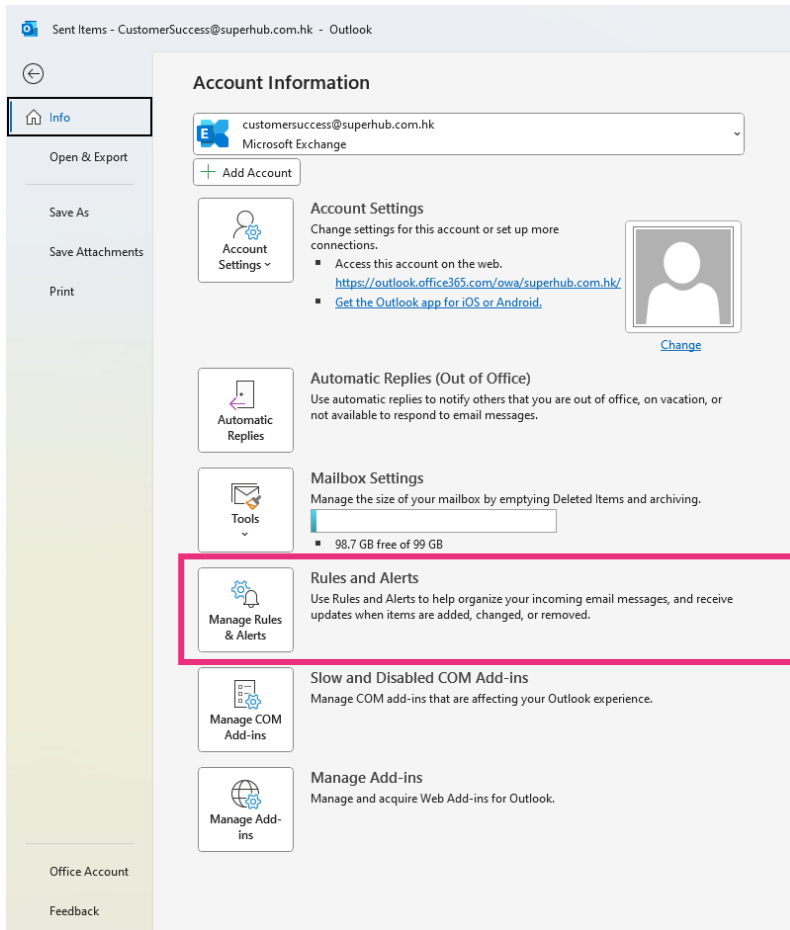




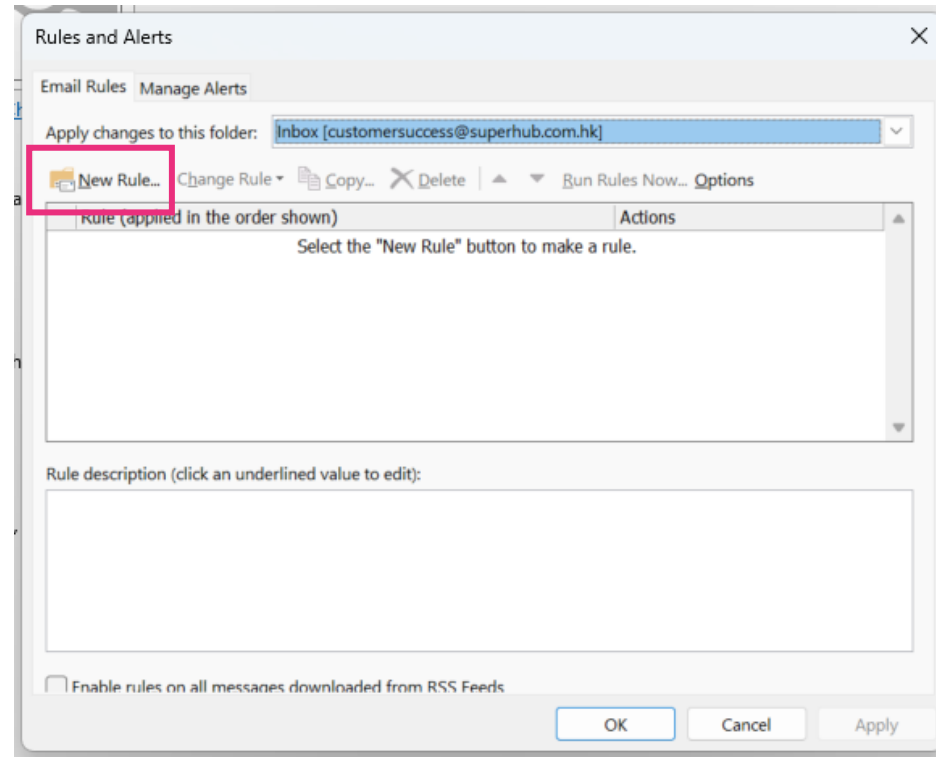
Set Rules

OUTLOOK & EXCHANGE ONLINE- MAIL FEATURES (MAIL MANAGEMENT)

Set rules to have your mail arranged in folders automatically for a better email management.



1. Select "Files" then select "Rules and Alerts".

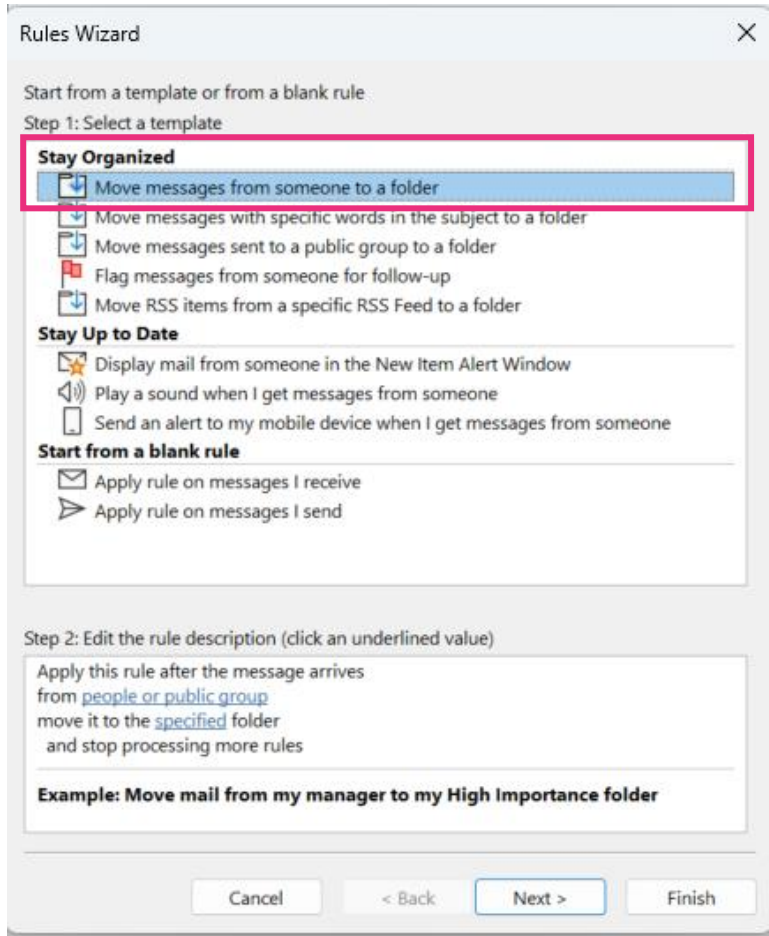


2. Select "New Rules".

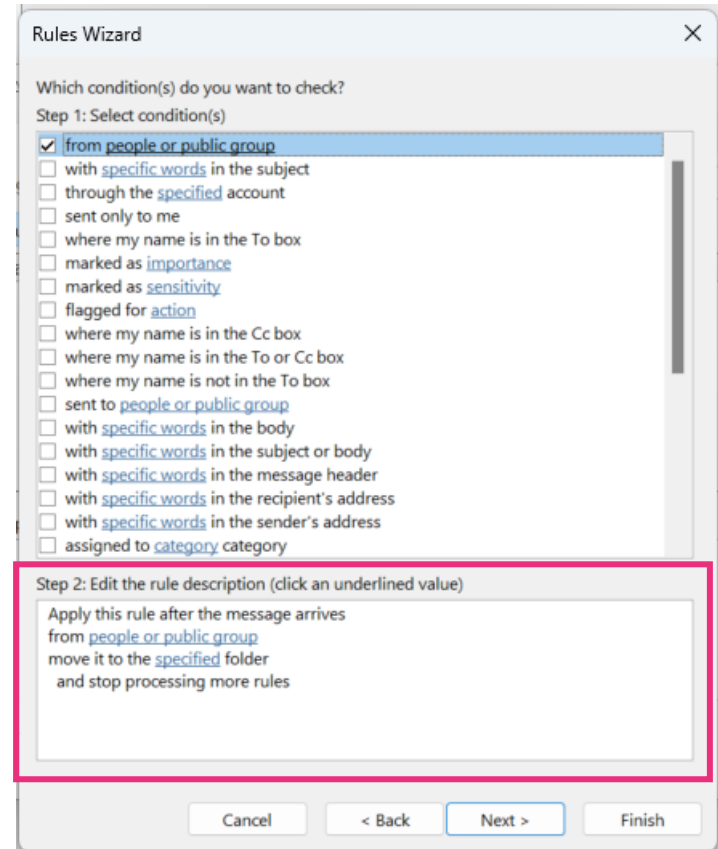


Set Rules

OUTLOOK & EXCHANGE ONLINE- MAIL FEATURES (MAIL MANAGEMENT)



3. Select "Move messages from someone to a folder"

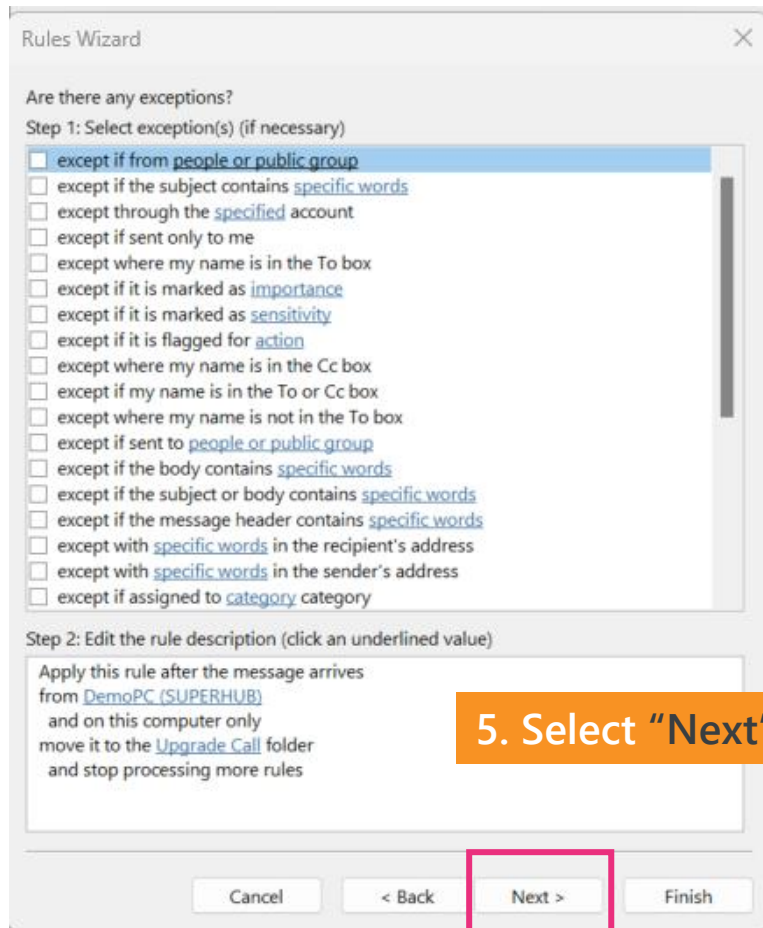


4. Select the hyperlink and fill out the information accordingly, then select "Next".

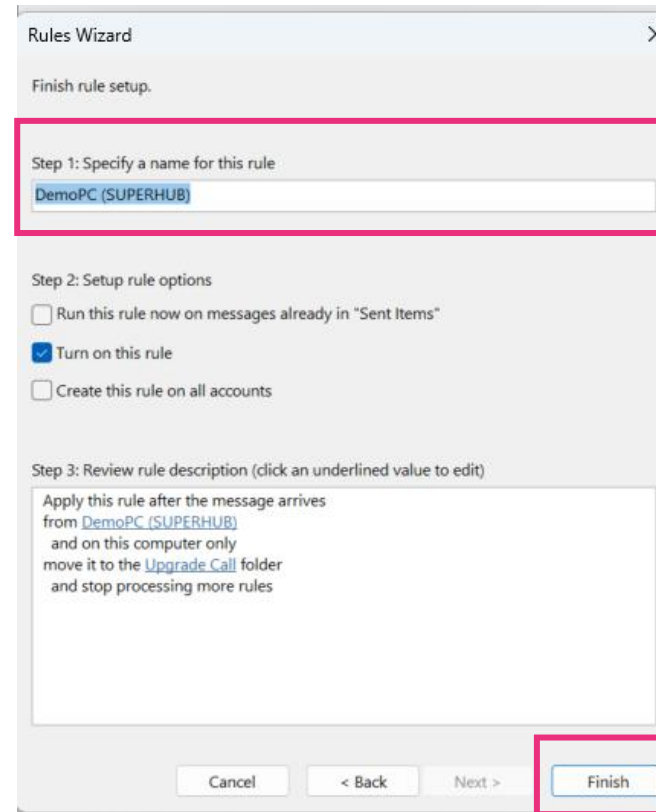


Set Rules

OUTLOOK & EXCHANGE ONLINE- MAIL FEATURES (MAIL MANAGEMENT)



5. Select "Next".

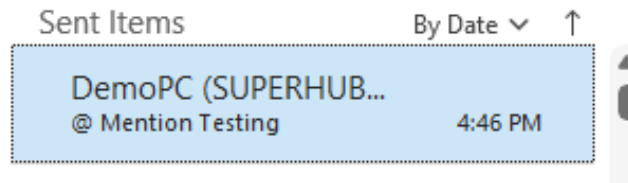


6. Give the rule a name and select "Finish".

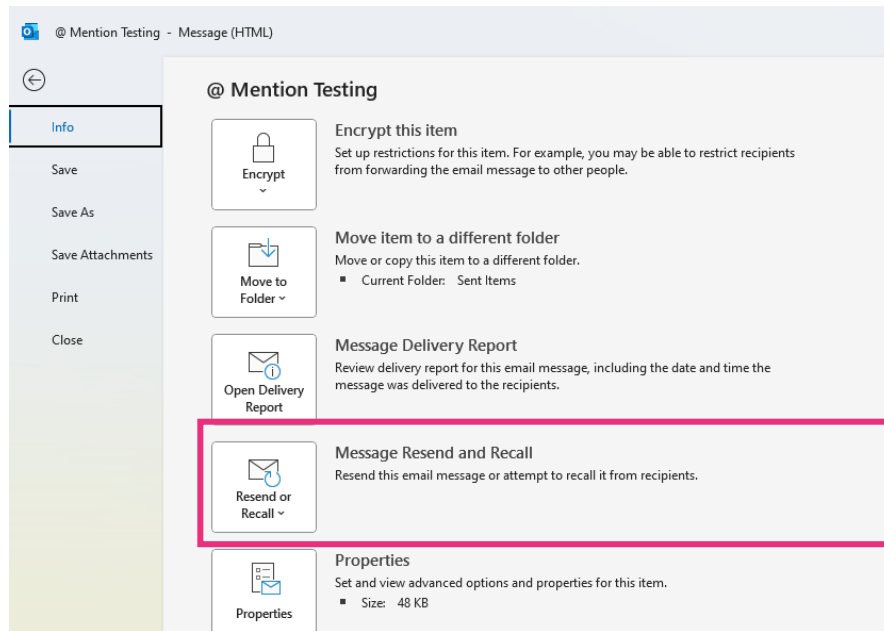


Recall Message

OUTLOOK & EXCHANGE ONLINE- MAIL FEATURES (MAIL MANAGEMENT)



1. Navigate the sent message from the send box.

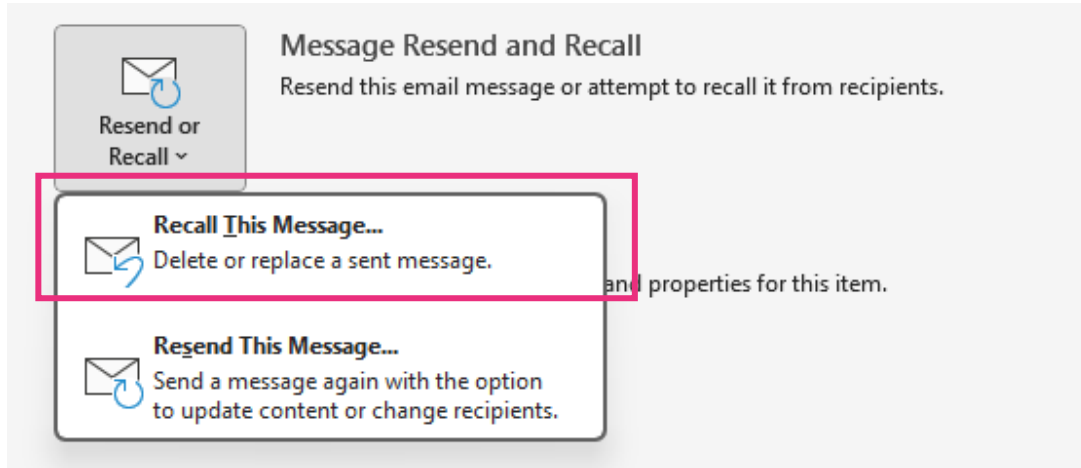


2. Double click to open the sent message and select "Files".

3. Select "Message Resend and Recall"

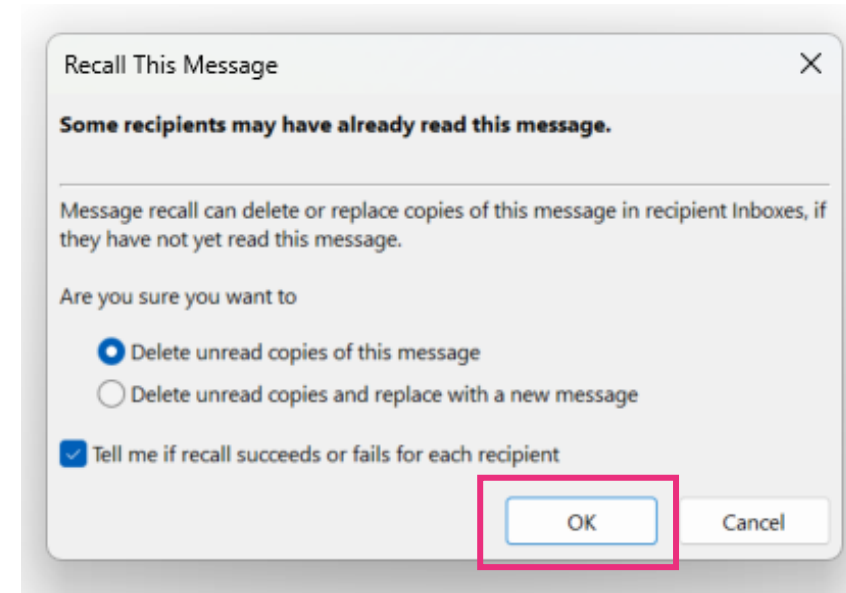
Recall Message

OUTLOOK & EXCHANGE ONLINE- MAIL FEATURES (MAIL MANAGEMENT)



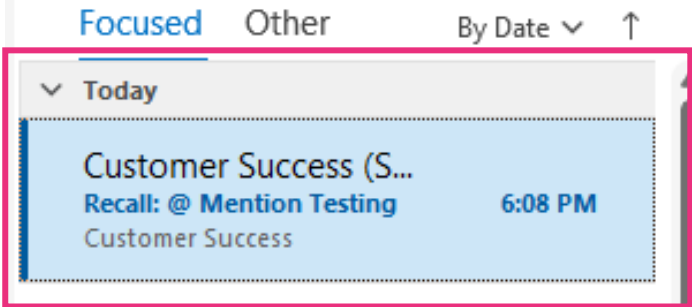
4. Select "Recall".

5. Choose if you would like to replace the message.

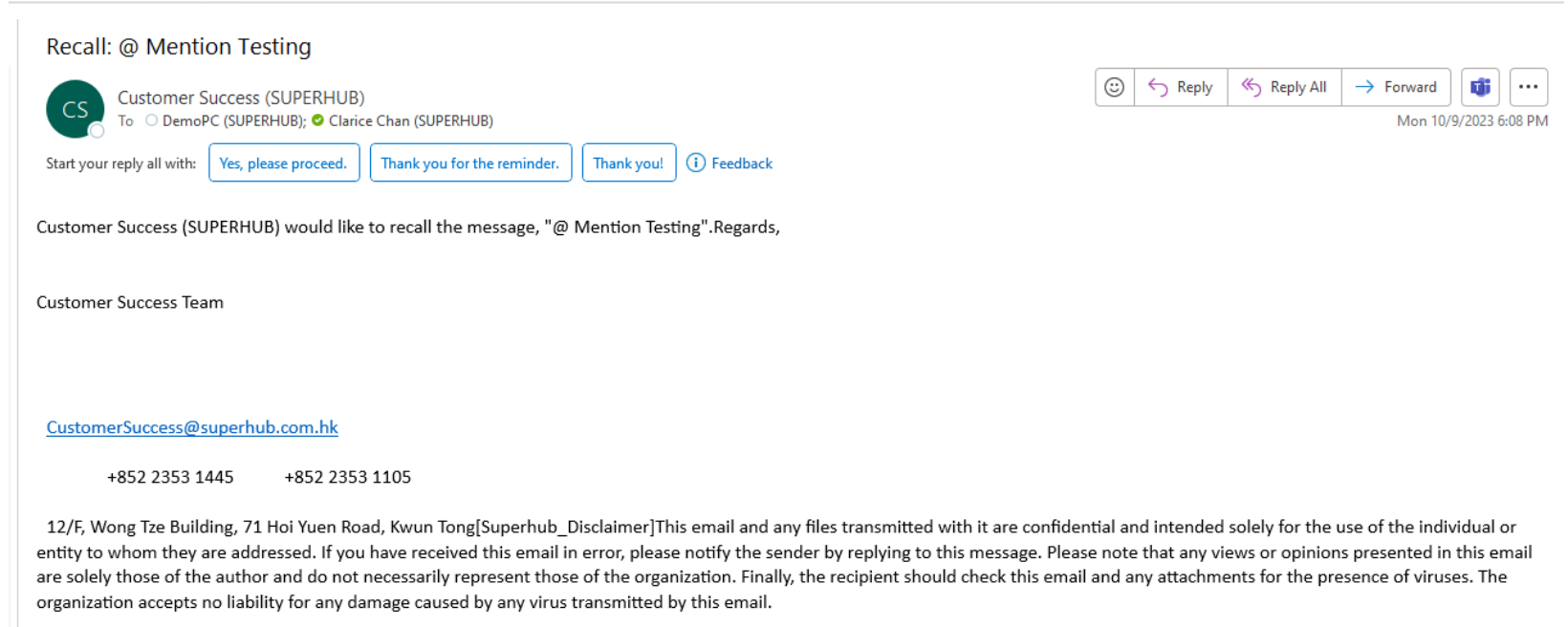


Recall Message

OUTLOOK & EXCHANGE ONLINE- MAIL FEATURES (MAIL MANAGEMENT)



The recipient will receive a message saying you try to recall a message



Note: For a message to recall successfully it must meet the following requirements:

- Both you and the recipient must have an Exchange server mail account and use Outlook as email client
- Recipient mailbox is open
- Original message is unread, and it is in the inbox
- Message not touched by any process (e.g., Spam filter, rules etc.)



Recall Message

OUTLOOK & EXCHANGE ONLINE- MAIL FEATURES (MAIL MANAGEMENT)

Message Recall Report for message: "@ Mention Testing"



Office365Reports@microsoft.com
To: Customer Success (SUPERHUB)

Your message recall request

You tried to recall the message described below. Click this link to view the recall results in your browser:

[View Message Recall Report](#)

Recalled Message

Subject: @ Mention Testing

To: demopc@superhub.com.hk; clarice.chan@superhub.com.hk

More information

- If prompted, login with your email address and password.
- The recall status might show "Pending" for up to several minutes. The more recipients there are, the longer it can take. We'll continue trying to recall for up to 24 hours.
- Access to this report will expire after 7 days.

Message Recall Status Report

Message to Recall		Message Recall Request	
Sender	Customer Success (SUPERHUB) CustomerSuccess@superhub.com.hk	Submitted By	Customer Success (SUPERHUB) CustomerSuccess@superhub.com.hk
To	demopc@superhub.com.hk clarice.chan@superhub.com.hk	Sent	Monday, October 9, 2023 6:07:40 PM
Subject	@ Mention Testing	Total Recipients	2

↓ Export ↻ Refresh 🔍 Search

Recalled (0) Pending (2) Failed (0)

Recipients	Details
Clarice Chan (SUPERHUB) <clarice.chan@superhub.com.hk>	Getting recall status from the system - please wait
DemoPC (SUPERHUB) <demopc@superhub.com.hk>	Getting recall status from the system - please wait

As a sender, you will get a "Message Recall Status Report" email to track the recall status.



Report Message

OUTLOOK & EXCHANGE ONLINE- MAIL FEATURES (MAIL MANAGEMENT)

If you found junk mail have fallen into your mailbox, you can help by reporting the message. So that it can help build Microsoft data bank of junk mails.

1. Select "Report Message" from the menu bar.

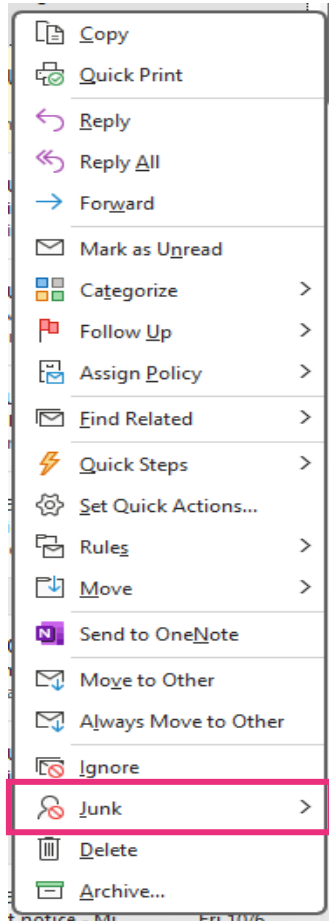
2. Choose if the message is junk or phishing.

On the other hand, if a normal message have fall into the Junk box. You can also mark it as "Not Junk".

Report Message

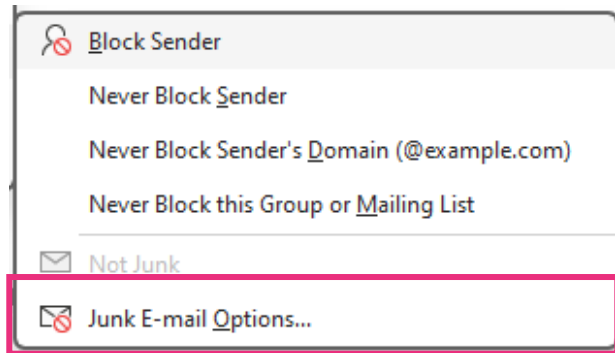
OUTLOOK & EXCHANGE ONLINE- MAIL FEATURES (MAIL MANAGEMENT)

Advanced junk options can be set to ensure you do not receive email from certain senders or to ensure the email does not fall into the junk mailbox.

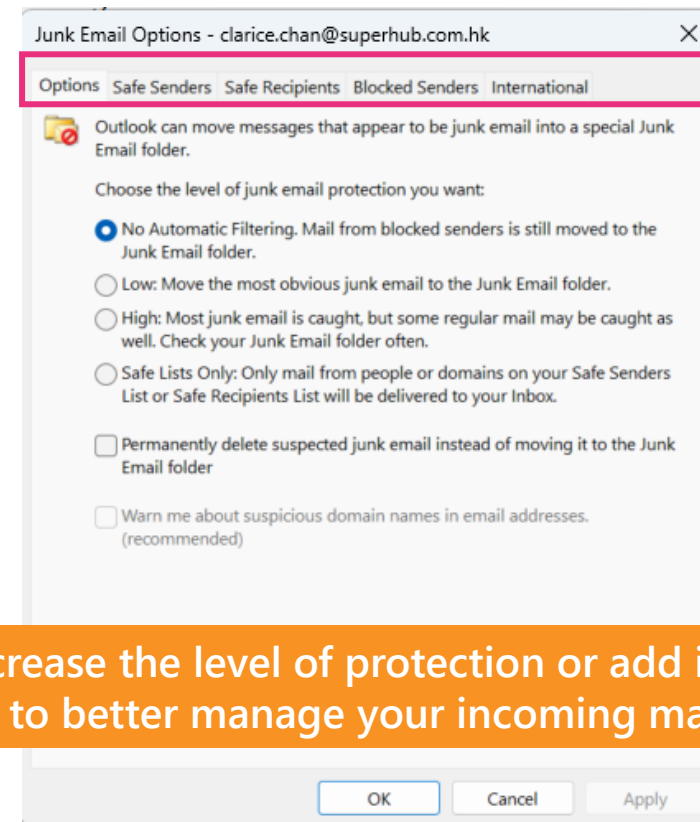


1. Right click on the selected message.

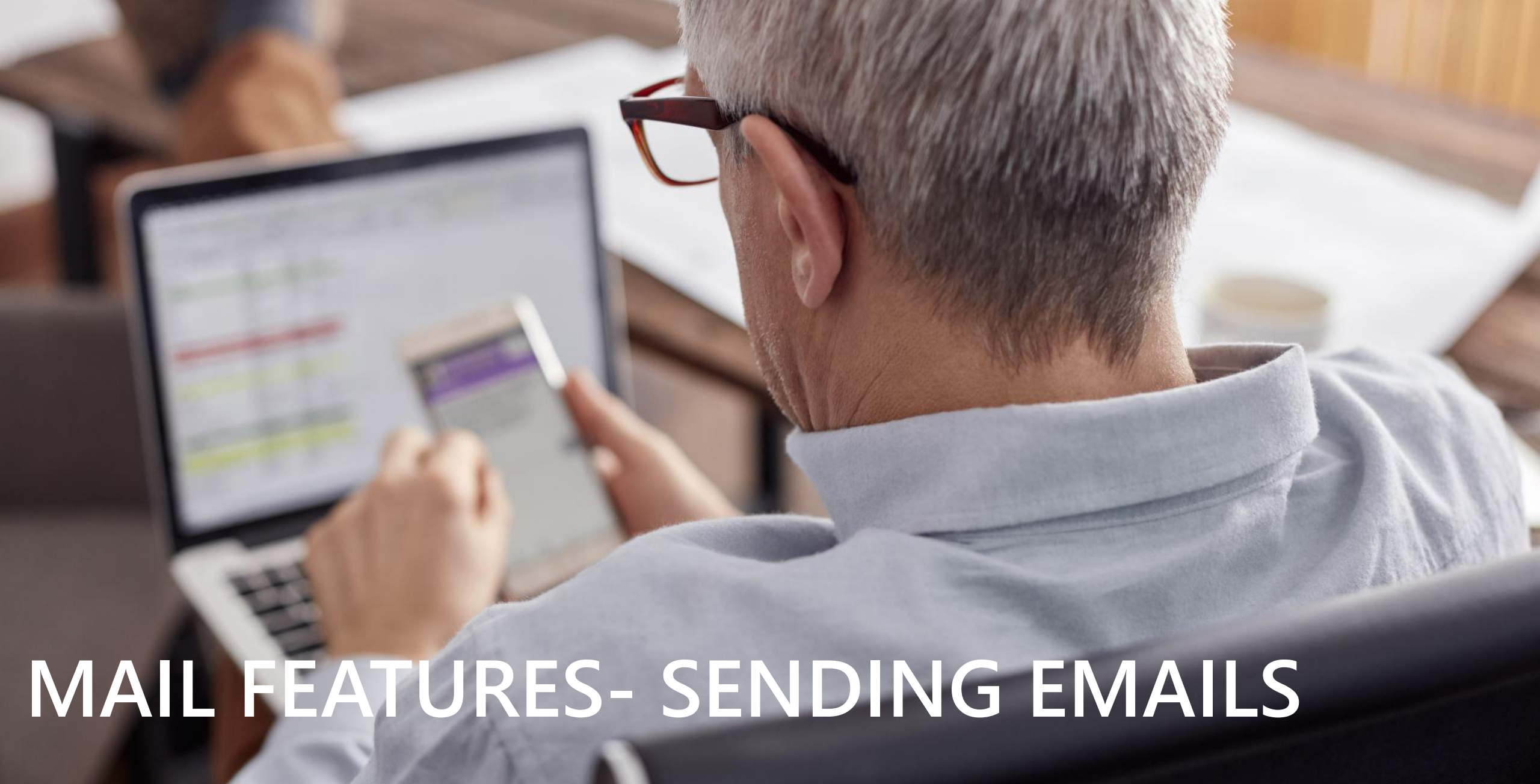
2. Navigate to "Junk", and you can choose from the below options.



3. For advanced settings, select "Junk E-mail Options".



You can increase the level of protection or add in whitelist or blacklist to better manage your incoming mails.



MAIL FEATURES- SENDING EMAILS

Templates

OUTLOOK & EXCHANGE ONLINE- MAIL FEATURES (SENDING EMAILS)

For repetitive emails, you can make use of the templates to help you.

Untitled - Message (HTML)

File **Message** Insert Options Format Text Review Help

Paste Basic Text Names Include Loop Components Tags Dictate All Apps Sensitivity Editor Immersive Reader New Scheduling Poll **View Templates** Viva Insights Dynamic Signatures Insert HTML

Clipboard Collaborate Voice Apps Sensitivity Editor Immersive Find Time My Templates Add-in Crossware Designmodo

Save Undo Redo Previous Item Next Item Attach File

From customersuccess@superhub.com.hk

To **1. Under the "Message" tab, select "View Templates"**

Cc

Bcc

Subject

Dear (),

Thank you for your prompt confirmation of the advisory meeting on ____ at ____ (around 30 – 45 minutes).

As discussed, the advisory service aims to provide you insights and recommendations based on Microsoft application usage statistics and security report overview. The meeting will be in 2 parts- (1) Microsoft Usage Overview, (2) Microsoft Security Report Insight. You may join the meeting with the below link.

2. From this window you can see different templates available. Select the needed template and it will be added into the body.

My Templates

Advisory Confirmation

Dear (),

Thank you for your prompt confirmation of the advisory meeting on ____ at ____ (around 30 – 45 minutes).

As discussed, the advisory service aims to provide you insights and recommendations based on Microsoft application usage statistics and security report overview. The meeting will be in 2 parts- (1) Microsoft Usage Overview, (2) Microsoft Security Report Insight. You may join the meeting with the below link.

I'll reply later
Heading to a meeting. I'll get back to you soon.

I'm running late
I'm running late.

Lunch?
Do you want to meet for lunch this afternoon?

New Cust Onboarding

Dear XXXX,

+ Template



Templates

OUTLOOK & EXCHANGE ONLINE- MAIL FEATURES (SENDING EMAILS)

My Templates ✕

Advisory Confirmation

Dear (),

Thank you for your prompt confirmation of the advisory meeting on ____ at ____ (around 30 – 45 minutes).

As discussed, the advisory service aims to provide you insights and recommendations based on Microsoft application usage statistics and security report overview. The meeting will be in 2 parts- (1) Microsoft Usage C
You may

I'll reply later
Heading to a meeting. I'll get back to you soon.

I'm running late
I'm running late.

Lunch?
Do you want to meet for lunch this afternoon?

New Cust Onboarding

+ Template

1. You can also create your own template by selecting "+ Template".

My Templates ✕

Test

Test

Save Cancel

2. Insert the details and select "Save" to create a new template.

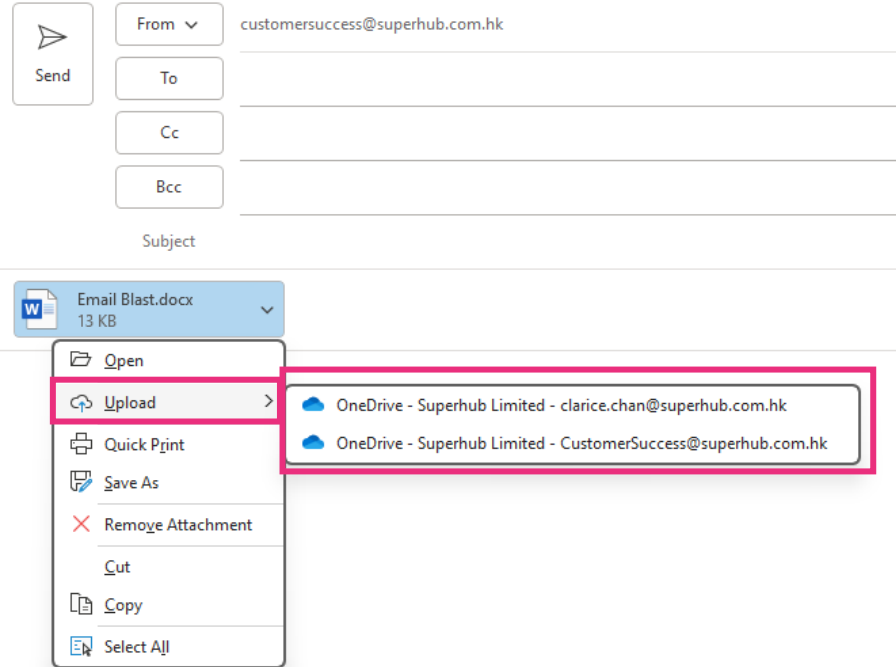
Give your template a name

Insert the message body here.
Note: If you have an email signature setup, do not insert a signature in the template.



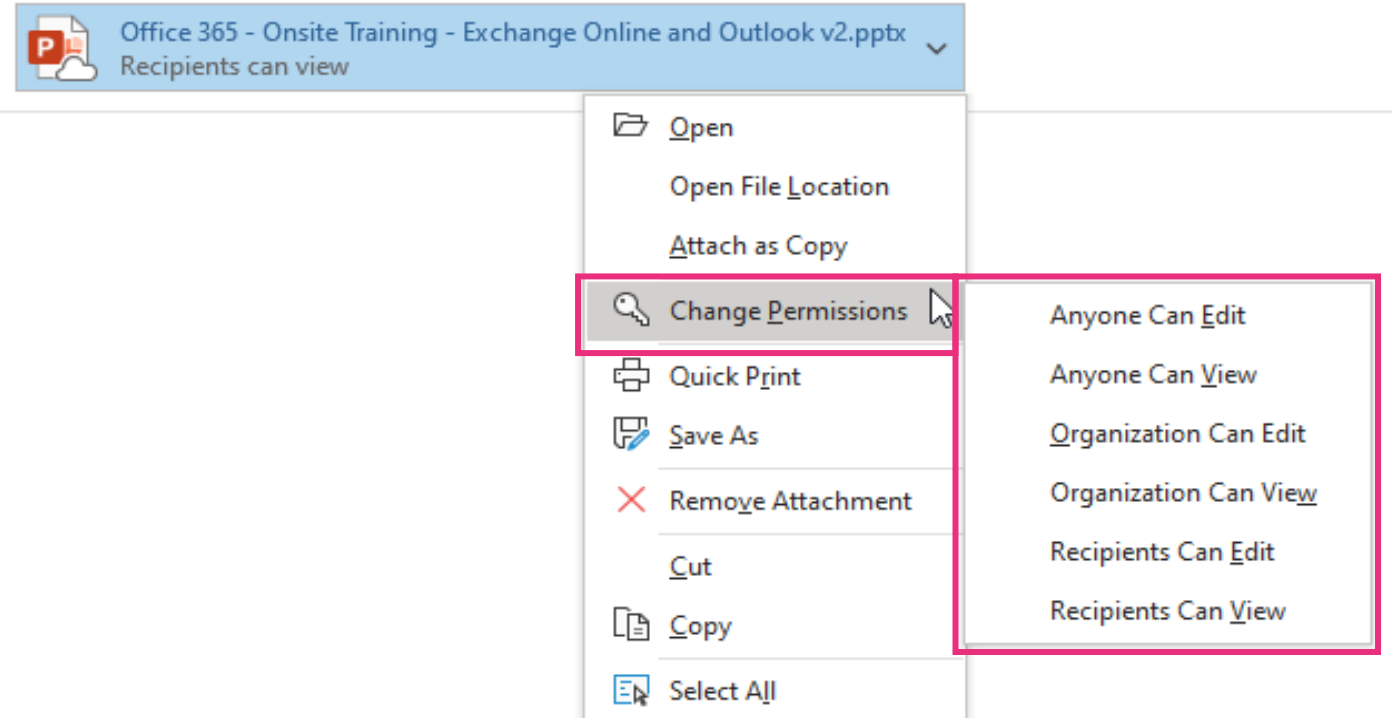
Attachments

OUTLOOK & EXCHANGE ONLINE- MAIL FEATURES (SENDING EMAILS)



3. Right click on the file and select "Upload" and select your OneDrive Storage.

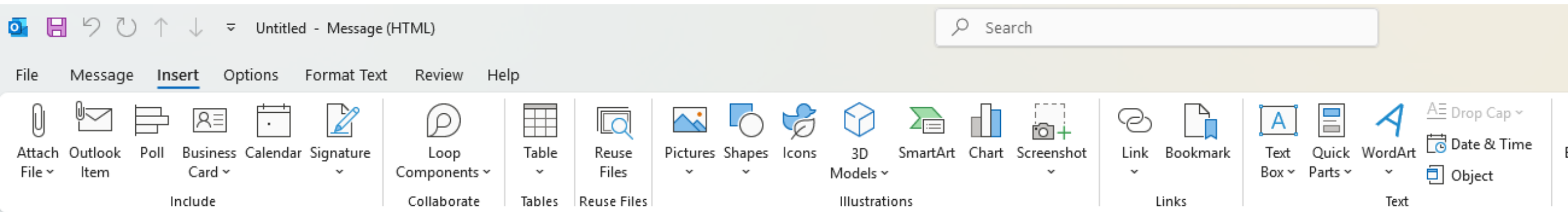
There is a 20MB file size limit in Outlook, by sharing a document as a link it can simply bypass the file size limit.



4. Right click again and select "Change Permissions" to grant different permissions.

Polls

OUTLOOK & EXCHANGE ONLINE- MAIL FEATURES (SENDING EMAILS)



Send

From ▼ managedservice@superhub.com.hk

To

Cc

Bcc

Subject

Getting this ready...

Multiple Choice ▼

Enter your question here

Option 1

Option 2

+ Add option

Multiple selections

+ Add question

Names not recorded | Results shared

Preview

- Multiple Choice
- Quiz
- Word Cloud
- Rating
- Ranking

Use Poll to do a quick survey in an email.



Polls

OUTLOOK & EXCHANGE ONLINE- MAIL FEATURES (SENDING EMAILS)

Poll Testing

[Polls](#)

Multiple Choice ▾

When should we have team dinner?

- Monday 23rd
- Tuesday 24th
- Wednesday 25th
- Thursday 26th
- Fri 27th

[+ Add option](#) Multiple selections

As an end-user you can submit the poll directly in the email.

Poll Testing Summarize

Managed Service (SUPERHUB)
To: Clarice Chan (SUPERHUB); DemoPC (SUPERHUB)

Reply Reply All Forward

Wed 11/6/2025 2:12 pm

Poll Testing

[Polls](#)

When should we have team dinner?

- Monday 23rd
- Tuesday 24th
- Wednesday 25th
- Thursday 26th
- Fri 27th

▾

Poll: Your name isn't visible to anyone | Results are shared with respondents



— Polls

OUTLOOK & EXCHANGE ONLINE- MAIL FEATURES (SENDING EMAILS)

Forms When should we have team dinner? - Saved ▾

[Settings](#) [Preview](#) [View](#)

⊖ This form is read-only and can't be edited. ✕

When should we have team dinner?

1. When should we have team dinner?

- Monday 23rd
- Tuesday 24th
- Wednesday 25th
- Thursday 26th
- Fri 27th

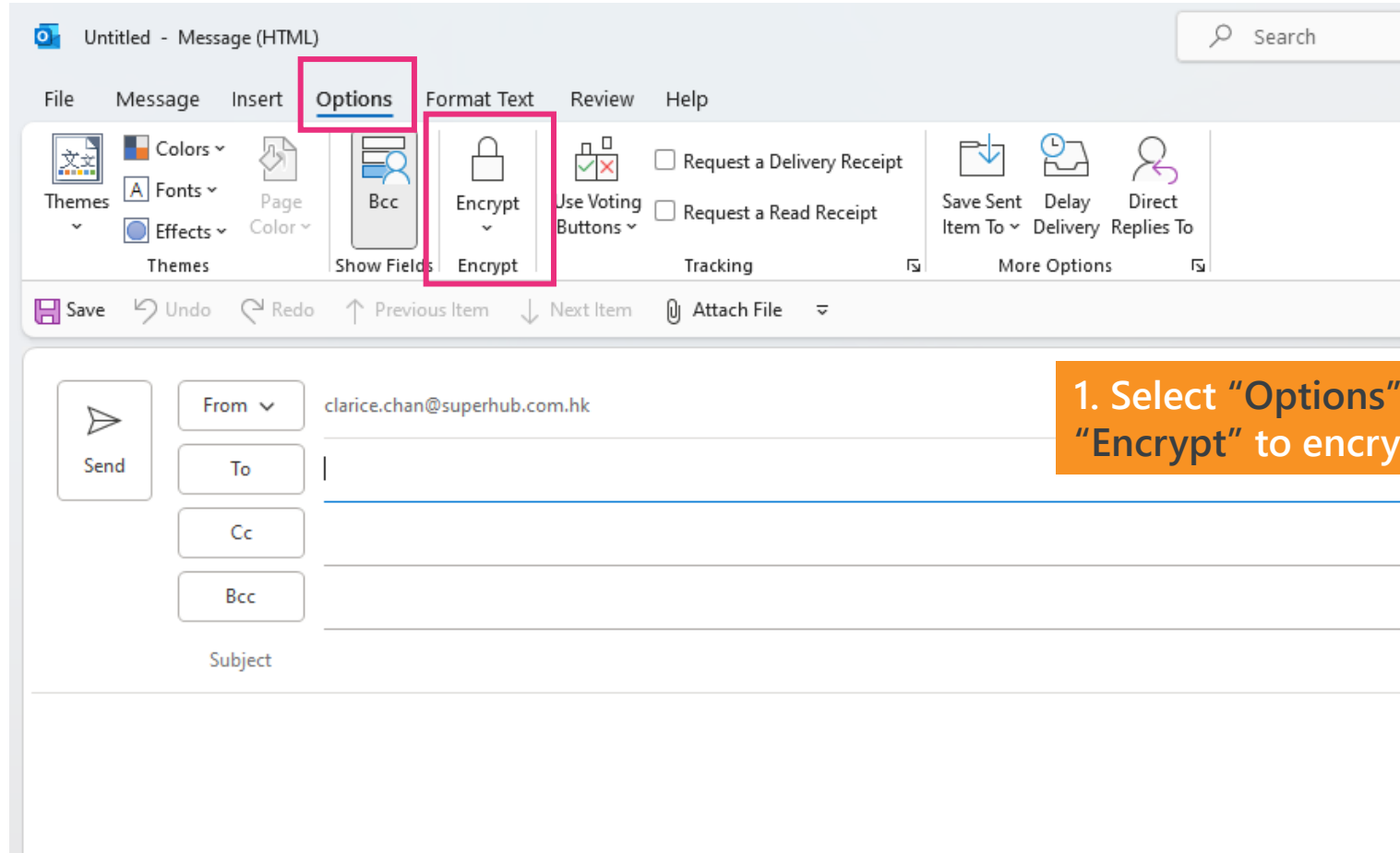
The person who set the “Polls” can view the result in Microsoft Forms.



Email Encryption

OUTLOOK & EXCHANGE ONLINE- MAIL FEATURES (SENDING EMAILS)

Use Encryptions to secure your emails.



1. Select "Options" and select "Encrypt" to encrypt this email



Email Encryption

OUTLOOK & EXCHANGE ONLINE- MAIL FEATURES (SENDING EMAILS)

Clarice Chan (SUPERHUB)
Encryption Testing
Testing

5:54 PM

Encryption Testing

This message is encrypted. [What's encryption?](#)

Clarice Chan (SUPERHUB)
To: DemoPC (SUPERHUB)

Testing

Reply Forward

These will indicate it is an Encrypted Email

If you're using Outlook.com or Microsoft 365 and are using the Outlook.com website, the Outlook mobile app, or the Mail app in Windows 10, you can read and reply to encrypted messages the same way you do with unencrypted messages.

Encryption Testing > Inbox x

Clarice Chan (SUPERHUB)
to me

Clarice Chan (SUPERHUB) (clarice.chan@superhub.com.hk) has sent you a protected message.

Read the message

Learn about message

Privacy Statement

Learn More on e Microsoft Corpor

If recipients is not using M365, the email will look like this, and recipients will need to request a passcode.

Sign in to view the message

Sign in with Google

Sign in with a One-time passcode

Need Help?

Privacy Statement

Here is your one-time passcode
11800801

To view your message, enter the code in the web page where you requested it.

NOTE: This one-time passcode expires 15 minutes after it was requested.

This message is automatically generated. Please don't reply to it.

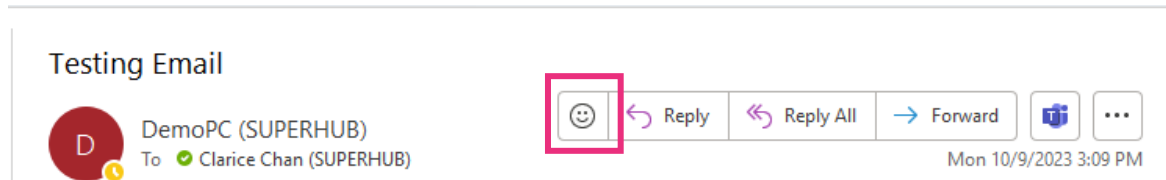


MAIL FEATURES- EMAIL ETIQUETTE TIPS

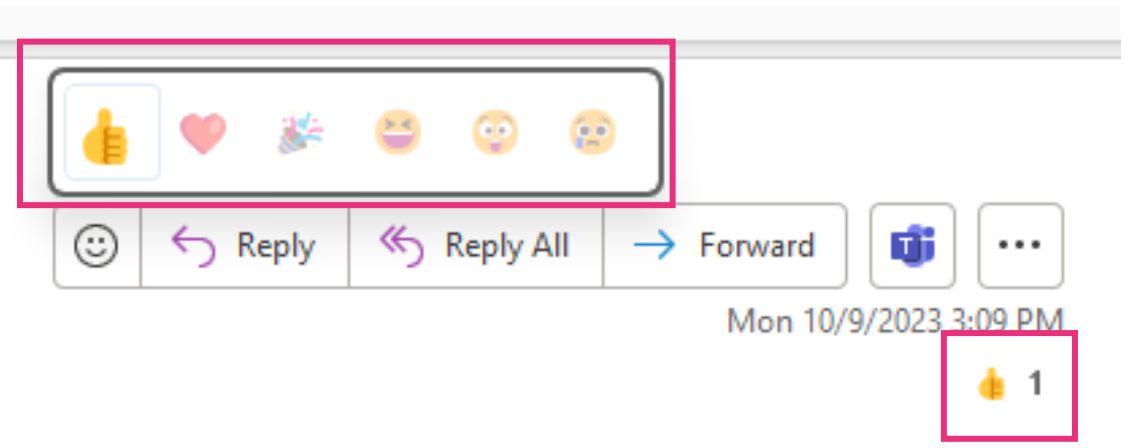
Reactions

OUTLOOK & EXCHANGE ONLINE- MAIL FEATURES (EMAIL ETIQUETTE TIPS)

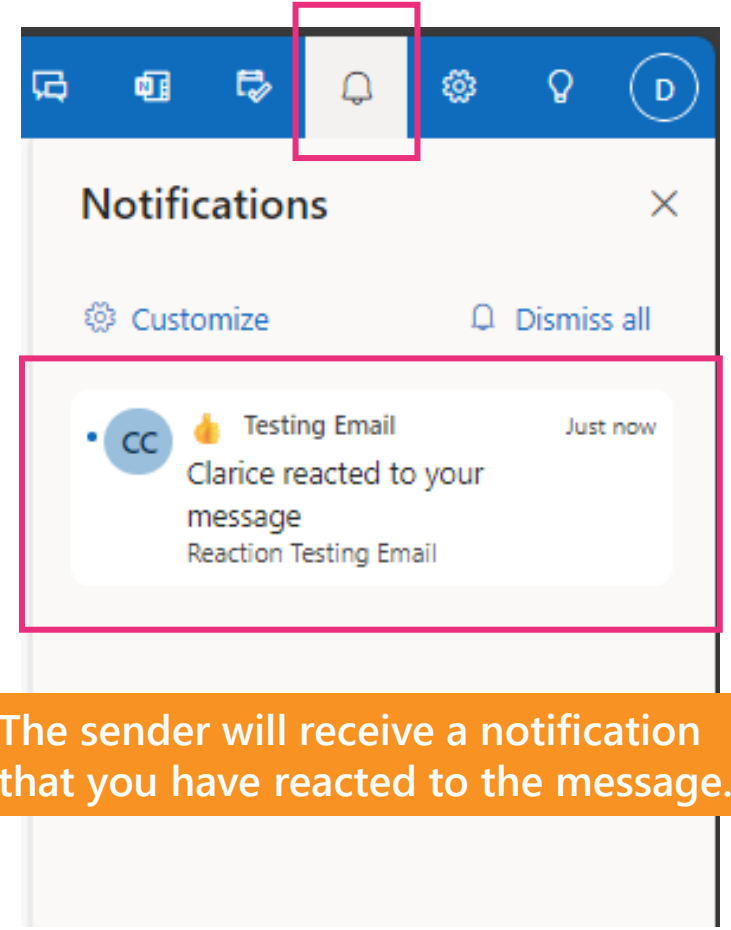
One of a modern way of communication is using "Reactions" to notify the sender you have read a message, and it saves you time from replying an email as well.



1. Select "😊" icon to choose different reactions.



2. When a reaction is made, you will be able to see it down here.



The sender will receive a notification that you have reacted to the message.



Delay Delivery

OUTLOOK & EXCHANGE ONLINE- MAIL FEATURES (EMAIL ETIQUETTE TIPS)

The screenshot shows the Microsoft Outlook interface for composing an email. The ribbon is set to the 'Options' tab, which is highlighted with a red box. A text box with an orange background and black text is overlaid on the ribbon, stating '1. Select "Options".'. Below the ribbon, the email composition area is visible, showing the 'Send' button, 'From' field (clarice.chan@superhub.com.hk), 'To' field (DemoPC (SUPERHUB)), 'Cc' field, 'Bcc' field, and 'Subject' field (Delay Delivery Testing). A notification at the top of the composition area says 'Send this email during your work hours: Fri, Dec 29 at 12:00 AM' with links for 'Schedule send' and 'Dismiss'. The bottom of the screen shows the text 'Delay Delivery Testing'.



Delay Delivery

OUTLOOK & EXCHANGE ONLINE- MAIL FEATURES (EMAIL ETIQUETTE TIPS)

The screenshot shows the Outlook 'Options' ribbon with the 'Delay Delivery' button highlighted by a red box. Below the ribbon, an orange callout box contains the text '2. Select "Delay Delivery".'. The email composition area shows the 'From' field as 'clarice.chan@superhub.com.hk', the 'To' field as 'DemoPC (SUPERHUB):', and the 'Subject' as 'Delay Delivery Testing'. A 'Send' button is visible on the left side of the composition area.



Delay Delivery

OUTLOOK & EXCHANGE ONLINE- MAIL FEATURES (EMAIL ETIQUETTE TIPS)

The screenshot shows the Outlook 'Delay Delivery' dialog box. The 'Delivery options' section is active, with the following settings:

- Do not deliver before: 12/28/2023, 5:00 PM
- Expires after: None, 12:00 AM
- Save copy of sent message

The 'Close' button at the bottom right of the dialog is highlighted in orange.

3. Set the time you wish to deliver the email, then select "Close".



Delay Delivery

OUTLOOK & EXCHANGE ONLINE- MAIL FEATURES (EMAIL ETIQUETTE TIPS)

Delay Delivery Testing - Message (HTML)

File Message Insert **Options** Format Text Review Help

Themes Colors Page Bcc Encrypt Use Voting Buttons Request a Delivery Receipt Request a Read Receipt Save Sent Item To Delay Delivery Direct Replies To

Save Undo Redo Previous Item Next Item Attach File

Send this email during your work hours: Fri, Dec 29 at 12:00 AM [Schedule send](#) | [Dismiss](#)

From clarence.chan@superhub.com.hk

To DemoPC (SUPERHUB);

Cc

Bcc

4. Select "Send".

Delay Delivery Testing

Delay Delivery

OUTLOOK & EXCHANGE ONLINE- MAIL FEATURES (EMAIL ETIQUETTE TIPS)

The screenshot shows the Microsoft Outlook interface. The ribbon is set to 'Home' with various action buttons like 'New Email', 'Delete', 'Reply', 'Forward', etc. The left sidebar shows a navigation pane with folders like 'Customer Success', 'Advisory Services', etc. The main pane displays the 'Outbox' folder. A table of emails is shown with columns for 'To', 'Subject', 'Sent', 'Size', 'Categories', and 'Mention'. One email is highlighted:

To	Subject	Sent	Size	Categories	Mention
DemoPC (SUPERHUB)	Delay Delivery Testing	Thu 12/28/2023 12:16 PM	5 KB		

The email subject is 'Delay Delivery Testing' and the sender is 'DemoPC (SUPERHUB)'. The email is currently in the 'Outbox' and is scheduled for delivery.

It will fall into the "Outbox", when the time reaches it will be sent out automatically.

Note: Outlook needs to be open and online for the message to be sent out successfully.



@ Mention

OUTLOOK & EXCHANGE ONLINE- MAIL FEATURES (EMAIL ETIQUETTE TIPS)

Smartly use @ mentions to notify receiver to follow up action items.

The screenshot shows the Outlook 'Compose' window for a message titled '@ Mention Testing - Message (HTML)'. The ribbon includes 'File', 'Message', 'Insert', 'Options', 'Format Text', 'Review', and 'Help'. The 'Message' ribbon is active, showing options for text formatting (font, size, bold, italic, underline, color, background color), alignment, and actions like 'Address Book', 'Check Names', 'Attach File', and 'Link'. The 'To' field is populated with '@Clarice Chan (SUPERHUB)'. The 'Subject' field contains '@ Mention Testing'. The body of the message starts with 'Dear XXXXX'.

The screenshot shows an Outlook inbox view with a 'Focused' tab selected. A message from 'Customer Success (S...)' is highlighted. The message subject is '@ Mention Testing' and the time is 4:46 PM. A blue '@' icon is visible next to the time, indicating a mention.

The recipients will see a message with "@" if they were mentioned in the email.

Simply enter "@" and insert their name or email address.



CALENDAR FEATURES



Meeting Managements

OUTLOOK & EXCHANGE ONLINE- CALENDAR FEATURES

The screenshot shows the Outlook calendar interface. The ribbon at the top includes 'Calendar' (highlighted with a red box and arrow), 'Meet Now', and 'New Teams Meeting'. The 'View' group in the ribbon contains 'Today', 'Next 7 Days', 'Day' (highlighted with a red box and arrow), 'Work Week', 'Week', 'Month', and 'Schedule View'. An orange callout box above this group says 'Change the viewing arrangement here.' The left sidebar shows a calendar grid for October 2023 and a list of calendars under 'My Calendars', with 'Calendar - clarice.chan@superh...' selected. An orange callout box below this list says 'Calendar available for viewing'. The main area shows a 'Day' view for Friday, October 13, 2023, with a time slot from 12 AM to 6 PM. A blue appointment bar is visible at 12 PM, with a 'Previous Appointment' label. An orange callout box on the right says 'View your schedule here.'

Select "Calendar" icon to view your calendar schedule.

Change the viewing arrangement here.

Calendar available for viewing

View your schedule here.



Share Calendar

OUTLOOK & EXCHANGE ONLINE- CALENDAR FEATURES

The screenshot displays the Outlook calendar interface. The top ribbon includes tabs for File, Home, Send / Receive, Folder, View, and Help. The Home tab is active, showing options for creating new appointments, meetings, and focus times, as well as navigation and arrangement tools. A search bar is located at the top right. Below the ribbon, the calendar view shows a grid for the current week, with a detailed view for the 13th. A meeting titled 'test' is scheduled for 12 PM on the 13th. The left sidebar shows a list of calendars under 'My Calendars', 'Team: Daniel Yim (SUPERHUB)', 'Other Calendars', and 'Shared Calendars'. The 'Shared Calendars' section is expanded, showing several calendars, including 'DemoPC (SUPERHUB)' which is checked. A right-hand pane shows a list of calendar sources, including 'Add calendar', 'Go to my booking page', and various shared calendars.

Allow you to view the schedules of your colleagues



Share Calendar

OUTLOOK & EXCHANGE ONLINE- CALENDAR FEATURES

Boss's Account

This allows you to better manage your Teams' calendar.

Useful between Boss and Secretary.

The screenshot shows the Outlook calendar interface. At the top right, there is a 'Boss's Account' label. The ribbon includes 'File', 'Home', 'Send / Receive', 'Folder', 'View', and 'Help'. The 'Home' ribbon has various options like 'New Appointment', 'New Meeting', 'Add Focus Time', 'New Items', 'Meet Now', 'Teams Meeting', 'Today', 'Next 7 Days', 'Day', 'Work Week', 'Week', 'Month', 'Schedule View', 'Add Calendar', and 'Share Calendar'. Below the ribbon, there are options for 'Send/Receive All Folders', 'Undo', 'Filter', 'All Categories', and 'Private'. The main area shows a calendar for January 2024, with the current date set to January 1, 2024. On the left, under 'My Calendars', the 'Calendar - clarice.chan@superh...' is checked and highlighted with a red box. Other calendars listed include Birthdays, Team: Daniel Yim (SUPERH...), Other Calendars, Shared Calendars (SUPERHUB - Sharing, Herman Wong (SUPERHUB), Customer Success (SUPERHUB), Calendar - CustomerSuccess@su..., Hong Kong S.A.R. holidays), and All Group Calendars. The calendar view shows a grid for Monday, January 1, 2024, with time slots from 9 AM to 6 PM. There are 'Previous Appointment' and 'Next Appointment' buttons on the sides of the grid.

Share Calendar

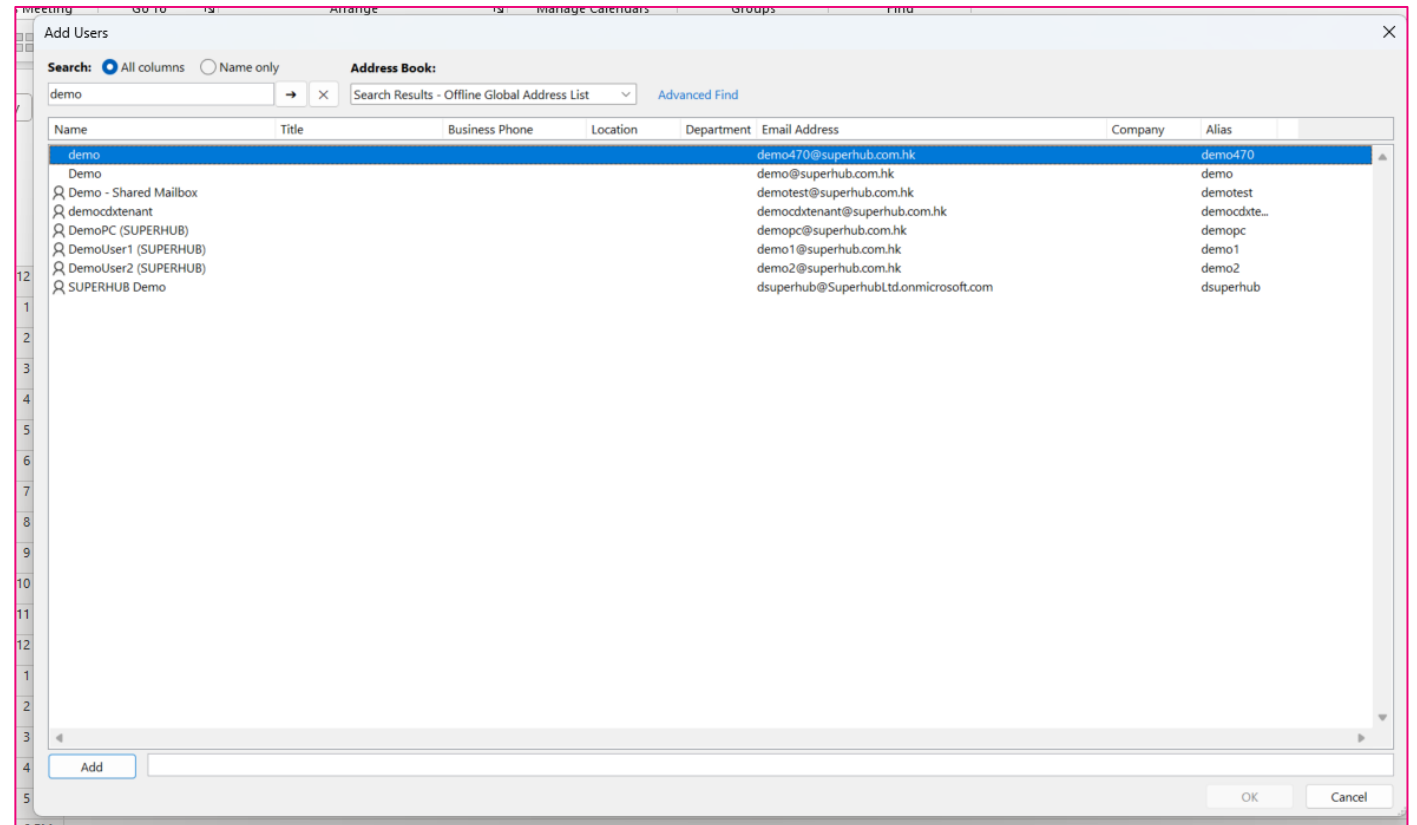
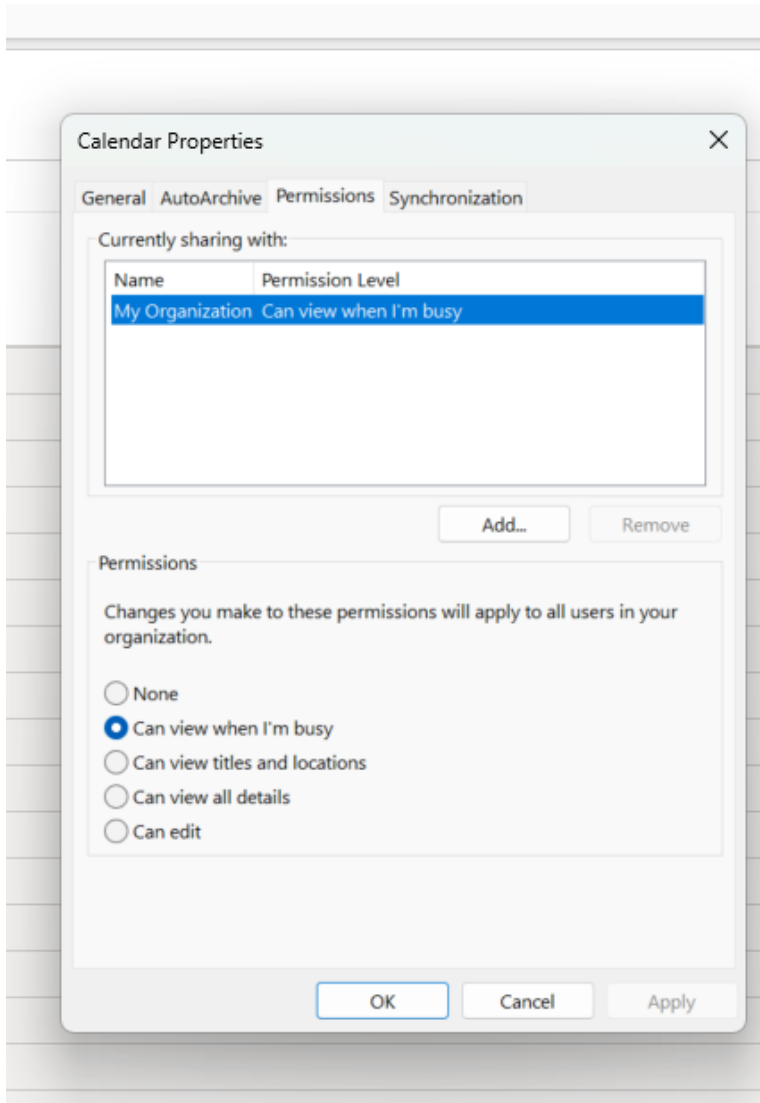
OUTLOOK & EXCHANGE ONLINE- CALENDAR FEATURES

The screenshot displays the Microsoft Outlook calendar interface. The top ribbon includes tabs for File, Home, Send / Receive, Folder, View, and Help. The 'Home' tab is active, showing various calendar-related actions like 'New Appointment', 'New Meeting', 'Add Focus Time', 'New Items', 'Meet Now', 'Teams Meeting', 'Today', 'Next 7 Days', 'Day', 'Work Week', 'Week', 'Month', 'Schedule View', 'Add Calendar', and 'Share Calendar'. The 'Share Calendar' button is highlighted with a red box. Below the ribbon, the 'Send/Receive All Folders', 'Undo', 'Filter', 'All Categories', and 'Private' options are visible. The main calendar view shows a monthly calendar for January 2024 on the left and a daily view for Monday, January 1, 2024, on the right. The daily view shows a timeline from 9 AM to 12 AM. A context menu is open over the 'Share Calendar' button, listing options such as 'Open in New Window', 'New Calendar...', 'Hide This Calendar', 'Overlay', 'Color', 'Rename Calendar', 'Copy Calendar', 'Move Calendar', 'Delete Calendar', 'Move Up', 'Move Down', 'Sharing Permissions...', and 'Properties...'. The 'Sharing Permissions...' option is highlighted with a red box. The top right corner of the window shows the user's name 'Boss's Account'.



Share Calendar

OUTLOOK & EXCHANGE ONLINE- CALENDAR FEATURES





Share Calendar

OUTLOOK & EXCHANGE ONLINE- CALENDAR FEATURES

✓ Accept

Tue 10/10/2023 12:07 PM

○ DemoPC (SUPERHUB)

You're invited to share this calendar

To ✓ Clarice Chan (SUPERHUB)

ⓘ DemoPC (SUPERHUB) (demopc@superhub.com.hk) has invited you to view their Calendar. Click the Accept button above.

An email will be sent to you to notify you when a calendar is shared with you.

I'd like to share my calendar with you

DemoPC (SUPERHUB) (demopc@superhub.com.hk) would like to share an Outlook calendar with you.

You'll be able to see all details of events on this calendar.

Share Calendar

OUTLOOK & EXCHANGE ONLINE- CALENDAR FEATURES



Secretary's Account

The screenshot shows the Outlook calendar interface for a 'Secretary's Account'. The top ribbon includes tabs for File, Home, Send / Receive, Folder, View, and Help. The 'Home' tab is active, showing various calendar actions like 'New Appointment', 'New Meeting', 'Add Focus Time', 'New Items', 'Meet Now', 'Teams Meeting', 'Today', 'Next 7 Days', 'Day', 'Work Week', 'Week', 'Month', 'Schedule View', 'Add Calendar', and 'Share Calendar'. Below the ribbon, there are options for 'Send/Receive All Folders', 'Undo', 'Filter', 'All Categories', and 'Private'. The main calendar view shows a calendar for January 2024, with the current date being January 1, 2024. A context menu is open over the 'Add Calendar' button, listing several options: 'Rename Group', 'Delete Group', 'Remove All Calendars', 'New Calendar Group', '+ Add Calendar', 'Arrange By Name', 'Show All Calendars', 'Refresh Free/Busy', 'Move Up', and 'Move Down'. The '+ Add Calendar' option is expanded, showing sub-options: 'From Address Book...', 'From Room List...', 'From Internet...', and 'Open Shared Calendar...'. The calendar view shows a grid for Monday, January 1, 2024, with time slots from 9 AM to 3 PM. A 'Next Appointment' button is visible on the right side of the calendar view.



Create Meeting

OUTLOOK & EXCHANGE ONLINE- CALENDAR FEATURES

The screenshot shows the Outlook 'Meeting' ribbon with various options like 'Delete', 'Calendar', 'Join Teams Meeting', 'Send to OneNote', 'Cancel Invitation', 'Address Book', 'Check Names', 'Response Options', 'Show As', 'Reminder', 'Recurrence', 'Categorize', 'Private', 'High Importance', 'Low Importance', 'Dictate', 'Sensitivity', and 'All Apps'. Below the ribbon, a message form is shown with the following fields and annotations:

- From:** clarice.chan@superhub.com.hk
- Title:** [Empty field]
- Attendees:** A pink box highlights the 'Required' and 'Optional' buttons. An orange callout box says: "Input the required or optional attendees here."
- Start time:** Thu 10/5/2023, 5:00 PM. Includes checkboxes for 'All day' and 'Time zones'.
- End time:** Thu 10/5/2023, 6:00 PM. Includes a 'Make Recurring' button.
- Location:** Microsoft Teams Meeting
- Message Body:** An orange callout box says: "Input the message body here. Just like a normal email."
- Preview:** Shows the meeting title "Microsoft Teams meeting", a link to join, and meeting details: Meeting ID: 418 723 957 98, Passcode: GaZfp2, and links for "Download Teams" and "Join on the web".



Create Meeting

OUTLOOK & EXCHANGE ONLINE- CALENDAR FEATURES

When arranging meeting with internal parties, navigate to "Scheduling Assistance" to find a timeslot that best suits everyone.

You can see the availability of your colleagues as well as resources (e.g., meeting rooms).



Scheduling Polls

OUTLOOK & EXCHANGE ONLINE- CALENDAR FEATURES

For better communications, you can also provide few available timeslots for internal parties to choose from.

The screenshot shows the Outlook ribbon with the 'New Scheduling Poll' button highlighted in a pink box. The ribbon includes sections for Clipboard, Basic Text, Names, Include, Collaborate, Tags, Voice, Apps, Sensitivity, Editor, Immersive, and Viva Insights. The 'New Scheduling Poll' button is located in the Immersive section.

1. Select "New Mail" and select "New Scheduling Poll".

Send

From customersuccess@superhub.com.hk

To

Cc

Bcc

Subject

Scheduling Polls

OUTLOOK & EXCHANGE ONLINE- CALENDAR FEATURES

Send this email during your work hours: Fri, Oct 06 at 8:00 AM [Schedule send](#) | [Dismiss](#)

Send

From customersuccess@superhub.com.hk

To DemoPC (SUPERHUB); Chris Leung (SUPERHUB);

Cc

Bcc

Subject

2. Add the attendees in this section to view their schedule on the right.

You will be able to see timeslots that most people are available.

Scheduling Poll

Duration: 00:30 Meeting hours:

Date: 10/5/2023

Sort by: Availability

<input type="radio"/> 06:00 PM	3
<input type="radio"/> 06:30 PM	3
<input type="radio"/> 07:00 PM	3
Other times	
	2 1
	2 1
	2 1

Available: 2

- DemoPC (SUPERHUB) Required
- Chris Leung (SUPERHUB) Required

Not Available: 1

- Customer Success (SUP... Required)



Scheduling Polls

OUTLOOK & EXCHANGE ONLINE- CALENDAR FEATURES

Scheduling Poll

Date 10/6/2023

Sort by Availability

- 09:30 AM
- 10:00 AM
- 11:30 AM
- 12:00 PM
- 12:30 PM
- 01:00 PM
- 01:30 PM
- 02:00 PM

3 times selected

Next

3. Select multiple timeslots, then select "Next".

Scheduling Poll

Selected times

Friday, October 6

- 10:00 AM
- 12:00 PM
- 1:00 PM

Location

Please enter a location.

Online meeting

Manage poll settings

- Schedule when attendees reach consensus
- Hold selected times on my calendar
- Notify me about poll updates
- Require attendees to verify their identity
- Lock poll for attendees

Create poll

Once confirmed, then select "Create Poll".

Send

From customersuccess@superhub.com.hk

To DemoPC (SUPERHUB); Chris Leung (SUPERHUB);

Cc

Bcc

Subject

Scheduling poll

Vote: Customer Success (SUPERHUB) | DemoPC (SUPERHUB) | Chris Leung (SUPERHUB)

30 minutes duration

3 time options

Vote **View all your polls**

A poll will be added in the email.



Scheduling Polls

OUTLOOK & EXCHANGE ONLINE- CALENDAR FEATURES

testing



Customer Success (SUPERHUB)

To: DemoPC (SUPERHUB); Clarice Chan (SUPERHUB)

Scheduling poll

Vote: Customer Success (SUPERHUB) | DemoPC (SUPERHUB) | Clarice Chan (SUPERHUB)

30 minutes duration

3 time options

Vote

View all your polls

Vote: Customer Success (SUPERHUB) | DemoPC (SUPERHUB) | Clarice Chan (SUPERHUB)

30 minutes duration

No location provided

3 options provided

(UTC+08:00) Beijing, Chongqing, Hong ...

Scheduling poll

Choose times you prefer or are available				How others voted	
Friday, October 06, 2023				Custom...	DemoP...
11:30 AM Free	<input type="button" value="Prefer"/> No votes	<input checked="" type="button" value="Yes"/> 1 vote	<input type="button" value="No"/> No votes	✓	?
1:30 PM Free	<input type="button" value="Prefer"/> No votes	<input checked="" type="button" value="Yes"/> 1 vote	<input type="button" value="No"/> No votes	✓	?
3:30 PM Free	<input type="button" value="Prefer"/> No votes	<input checked="" type="button" value="Yes"/> 1 vote	<input type="button" value="No"/> No votes	✓	?

+ Propose another time

- Organiser
Customer Success (SUPERHUB)
- Required Attendees
- DemoPC (SUPERHUB)
 - You (Clarice Chan (SUPER...))
 - + Add required attendee
- Optional Attendees
- + Add optional attendee

When the attendees receive the email, they can select "Vote".


And vote for the timeslot that best suits them, or simply proposed another time.




Scheduling Polls

OUTLOOK & EXCHANGE ONLINE- CALENDAR FEATURES


Vote: Customer Success (SUPERHUB) | DemoPC (SUPERHUB) | Clarice Chan (SUPERHUB)

 Customer Success (SUPERHUB)
To Customer Success (SUPERHUB)


 If there are problems with how this message is displayed, click here to view it in a web browser.


Hi,


Your poll has a new vote from clarice.chan@superhub.com.hk

 **Scheduling poll**




Vote: Customer Success (SUPERHUB) | DemoPC (SUPERHUB) | Clarice Chan (SUPERHUB)


 (UTC+08:00) Beijing, Chongqing, Hong Kong, Urumqi


 30 minutes

 2 votes of 3




Friday, October 6 11:30 AM


 Prefer: 1  Yes: 1  No: 0

Customer Success (SUPERHUB) Required  Yes

Clarice Chan (SUPERHUB) Required  Prefer

Friday, October 6 1:30 PM

 Prefer: 0  Yes: 1  No: 1

Customer Success 

Once the attendees voted, you will receive an email about their reply. Thus, you can send them the actual meeting invite accordingly.



MICROSOFT TEAMS

PART 2

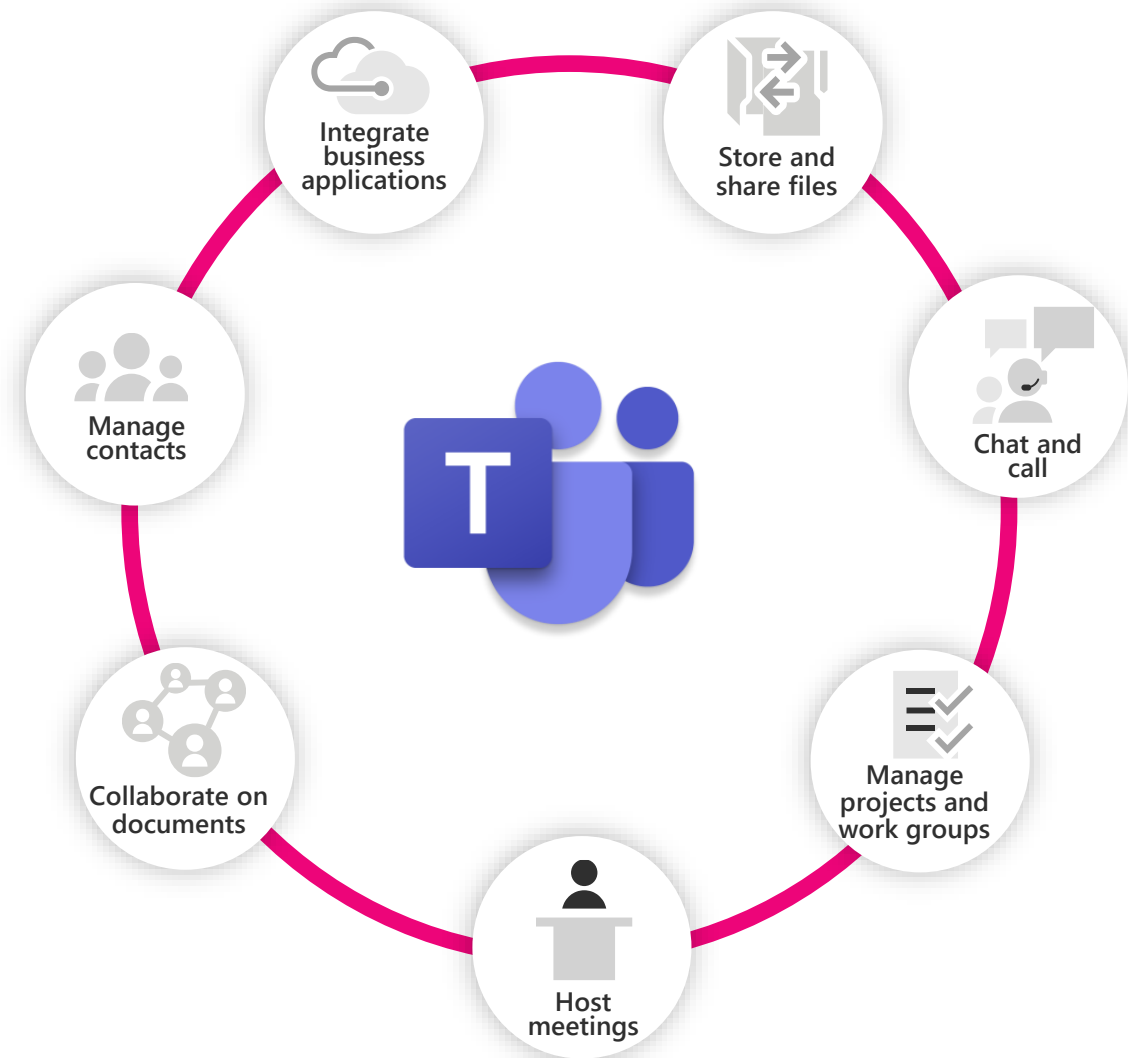




Introducing Microsoft Teams

MICROSOFT TEAMS

- Microsoft Teams is a hub for teamwork, where **people connect, communicate, and collaborate** from within a single interface
- Microsoft Teams **brings together collaboration** and your business application in an easy-to-use interface.



Benefits of Microsoft Teams

MICROSOFT TEAMS



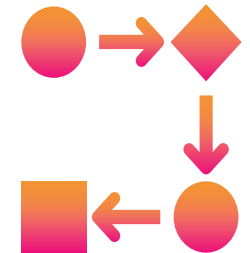
Enhance
Collaboration



Efficient
Communication



Reduced Email
Overload



Integrated
Workflow



Introducing Microsoft Teams

MICROSOFT TEAMS



Chats



Teams and Channels



Meetings



Introducing Microsoft Teams

MICROSOFT TEAMS

	Microsoft Teams	Other Tools
Security Controls	IT admins can have better control	IT admins have no control
File Sharing & Collaboration	Permission Settings can be set to individual files and supports collaboration	No Control and collaboration not supported
Communications	There is a chat and channels to help differentiate casual chats and project managements	Single Chat interface
Meetings	Options to host various online meetings and supports collaborations.	Collaboration during meetings are not feasible
Compliance	All activities are recorded in Microsoft Audit log	NA
Sync	Microsoft Teams is synced with all M365 applications, so that everything is related to work are in one place	NA



CHAT FEATURES



Creating Chatrooms

MICROSOFT TEAMS – CHAT FEATURES

The screenshot shows the Microsoft Teams chat interface with several key features highlighted by orange callout boxes:

- Search Bar:** Located at the top of the window, containing a search input field.
- Pinned Chats:** A list of chats pinned to the top of the chat list, including "Cloud Operation Group", "Clarice Chan (SUPERHUB) (You)", and "M365 Experience Day eDM".
- Recent Chats:** A list of recent chats below the pinned ones, including "Herman Wong (SUPERHUB)", "CustSucc is difficult to type(#125...", and "Weekly Customer Success Proje...".
- Chatroom:** The main chat area, currently displaying a chat with "Clarice Chan (SUPERHUB) (You)".
- Quick Actions:** A vertical menu on the right side of the chatroom, containing options like "What's new", "Privacy", "Add account", and "Sign out".
- Message Area:** The bottom of the chatroom, featuring a text input field labeled "Type a message" and icons for attachments, emojis, and actions.



Creating Chatrooms (One to One)

MICROSOFT TEAMS – CHAT FEATURES

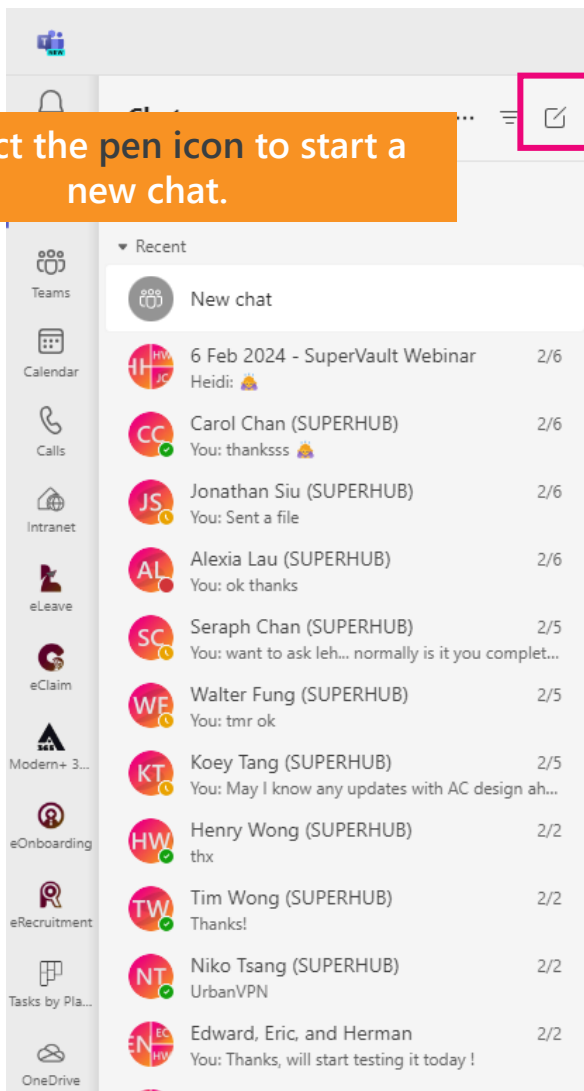
1. Simply search the user in the search-bar to start a chat window

The screenshot shows the Microsoft Teams chat interface. At the top, there is a search bar with the text "Search" and a magnifying glass icon. Below the search bar, the "To:" field is labeled "Enter name, email, group or tag". A list of search results is displayed, including Herman Wong (SUPERHUB), Chris Leung (SUPERHUB), Henry Wong (SUPERHUB), DemoPC (SUPERHUB), and Walter Fung (SUPERHUB). On the left side, there is a sub-menu bar with a "New chat" button. An orange callout box with a pink arrow points to this button, containing the text "Or select this button to start a new chat." Another orange callout box at the bottom right contains the text "Or navigate existing chatrooms from the sub-menu bar".

Creating Chatrooms (One to One/ Group)

MICROSOFT TEAMS – CHAT FEATURES

1. Select the pen icon to start a new chat.



Group name:

To: Herman Wong (SUPERHUB) × DemoPC (SUPERHUB) × Nero Wong (SUPERHUB) × Chris Leung (SUPERHUB) ×

3. Select the drop-down menu to give the group chat a name

2. Insert multiple users to start a group chat.



You're starting a new conversation
Type your first message below.

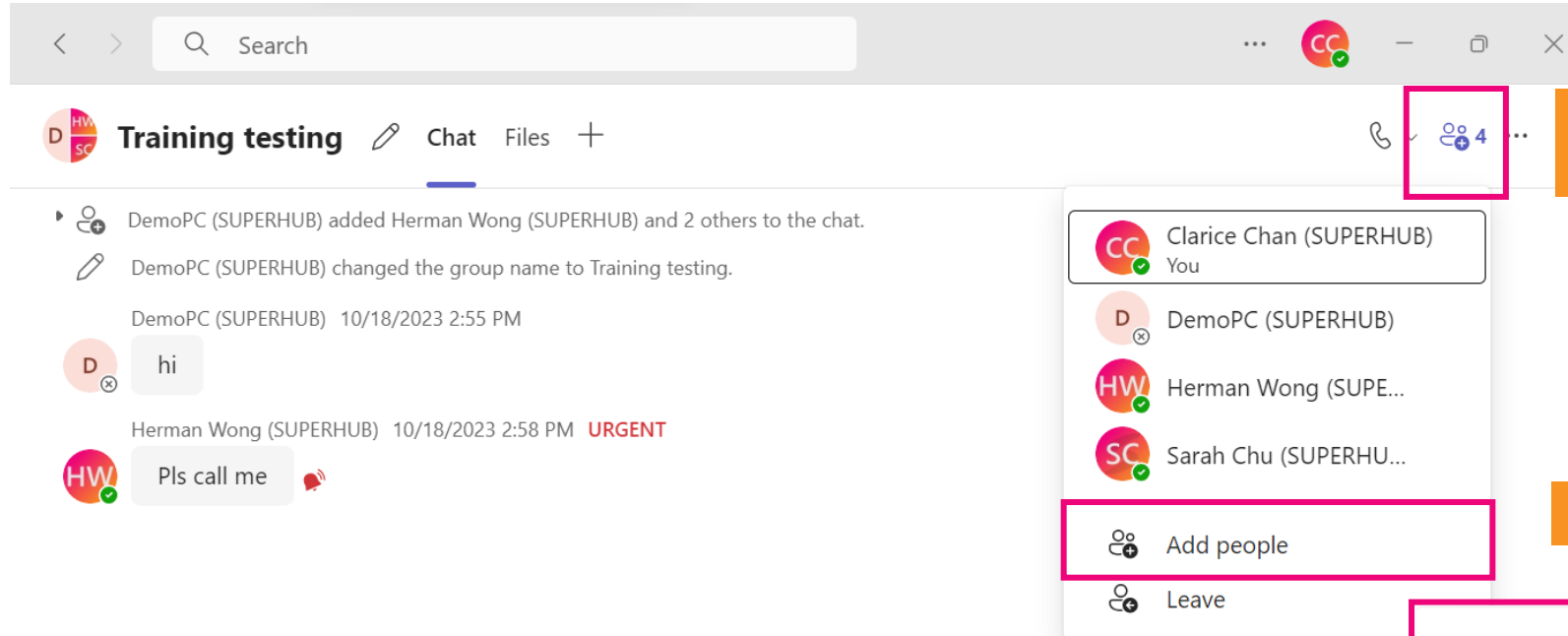
4. Begin chatting by typing and formatting your message here.

Type a message



Adding People in Existing Chats

MICROSOFT TEAMS – CHAT FEATURES



1. Select the "People" icon from the top right corner.

2. Select "Add People"

3. From the pop-up menu enter the email address of the people you want to add in the group chat. And choose if you want to include chat history.

Add

Enter a name, email, or tag

Don't include chat history

Include history from the past number of days: 1

Include all chat history

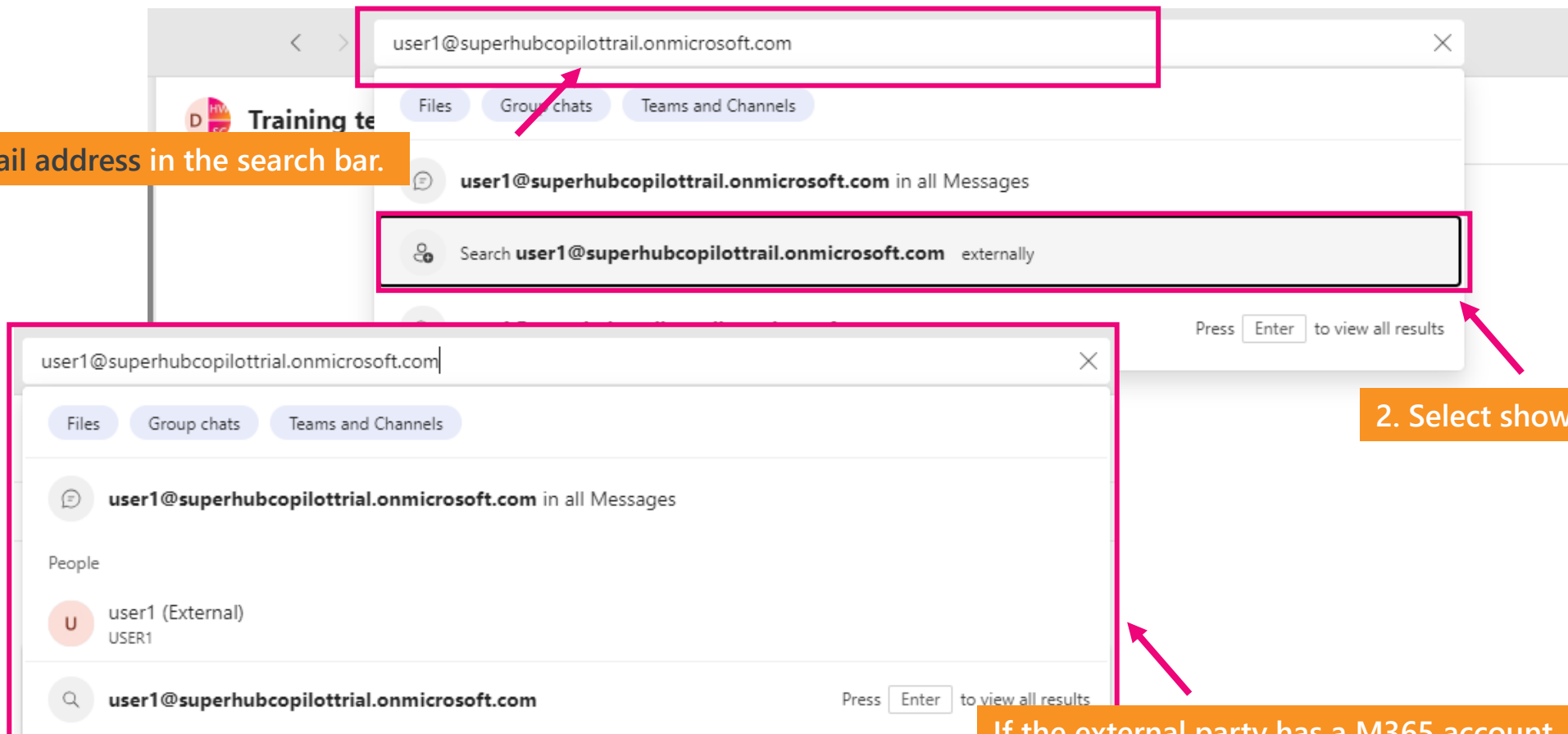
Cancel Add

** "Don't include chat history" will result in creating a new group chat.



Chatting with External Parties

MICROSOFT TEAMS – CHAT FEATURES



1. Input their email address in the search bar.

2. Select show "Externally"

If the external party has a M365 account, it will show up here, and you can start the chat by selecting their name.



Chatting with External Parties

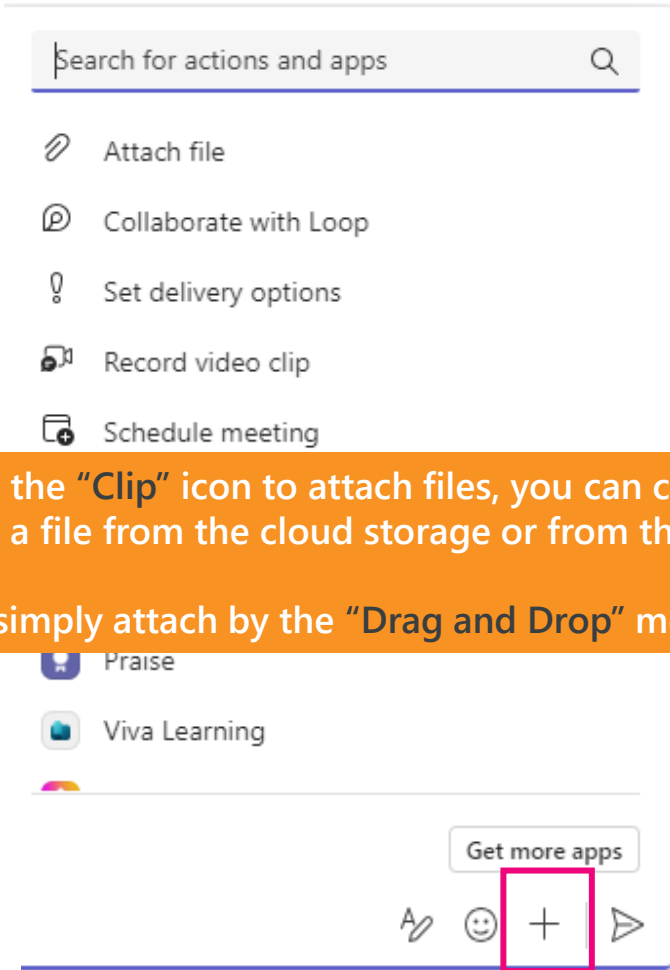
MICROSOFT TEAMS – CHAT FEATURES

The screenshot shows a Microsoft Teams chat window. At the top left, the contact is identified as 'user1' with the email 'user1@superhubcopilottrial.onmicrosoft.com'. A red box highlights the 'External' label in the top right corner of the chat header, with an arrow pointing to an orange callout box that says 'It will be marked as "External"'. Below the header, there is a preview of a chat conversation with three messages and two emojis. The main chat area contains the text 'You're starting a new conversation' and 'Type your first message below.'. A red box highlights the bottom input area, which includes a text field with the placeholder 'Type a message' and icons for attachments, emojis, and sending. To the right of the chat area, a white box lists two available features: 'Set delivery options' and 'Record video clip'. A red arrow points from an orange callout box at the bottom, which says 'Depending on the settings set by your IT departments, limited chat functions will be available.', to this white box.



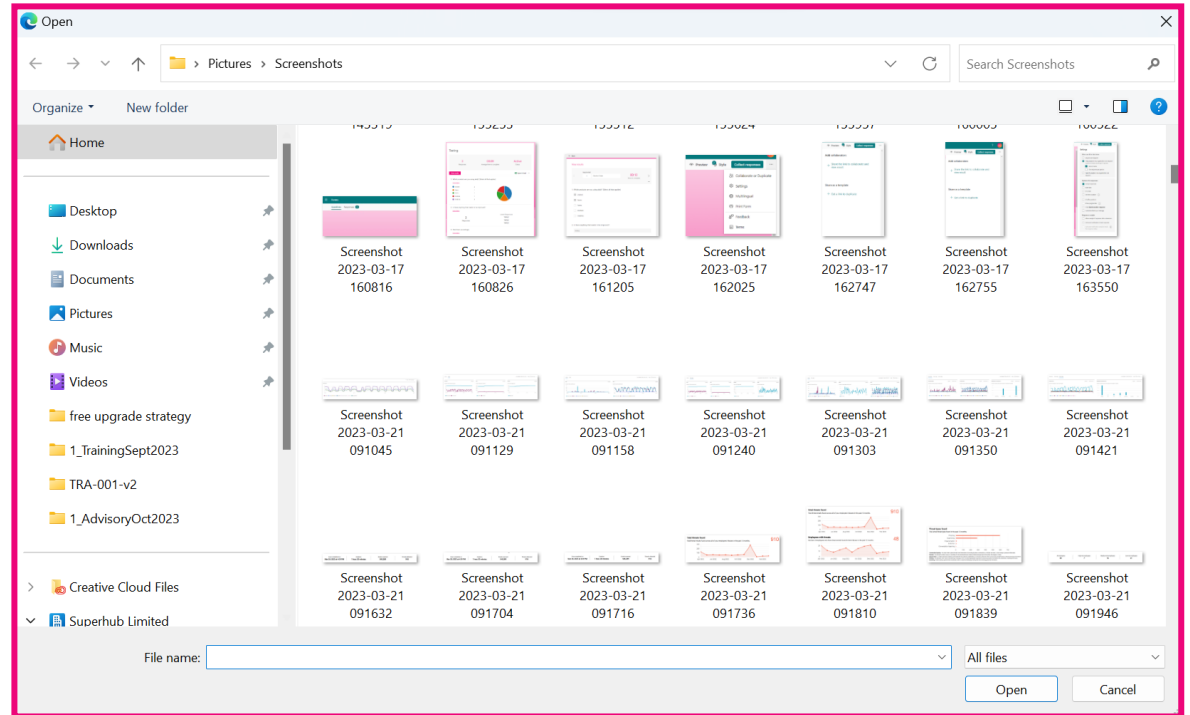
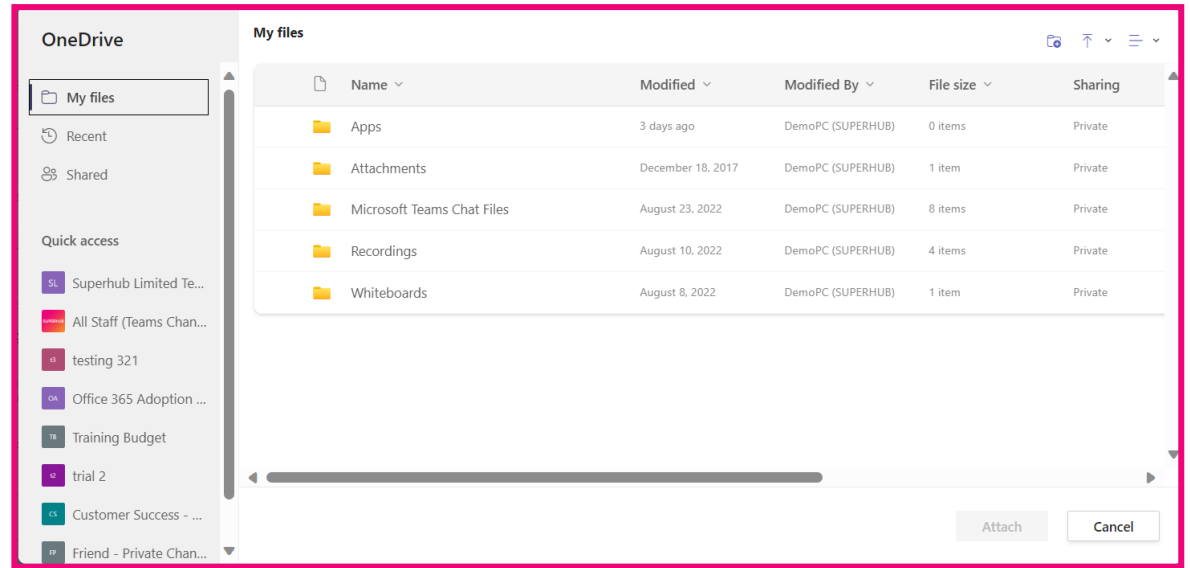
File Sharing

MICROSOFT TEAMS – CHAT FEATURES



Select the "Clip" icon to attach files, you can choose to attach a file from the cloud storage or from the device.

Or simply attach by the "Drag and Drop" method.

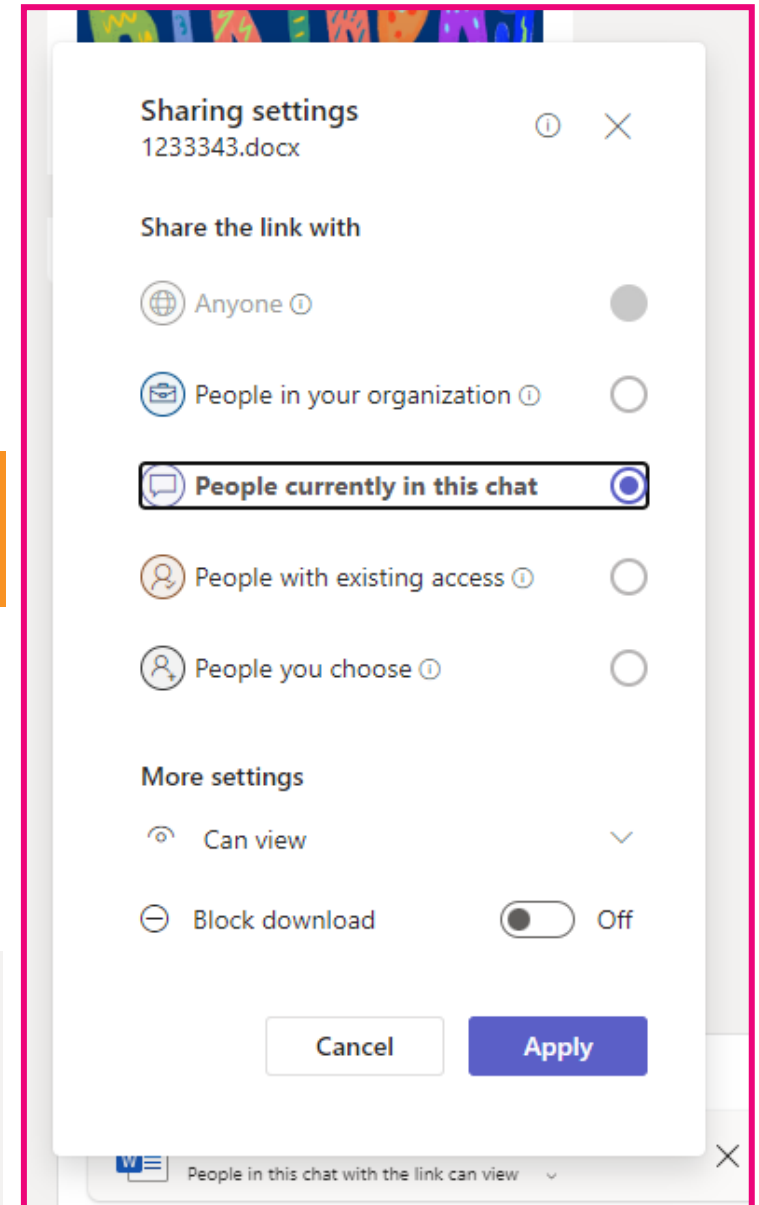
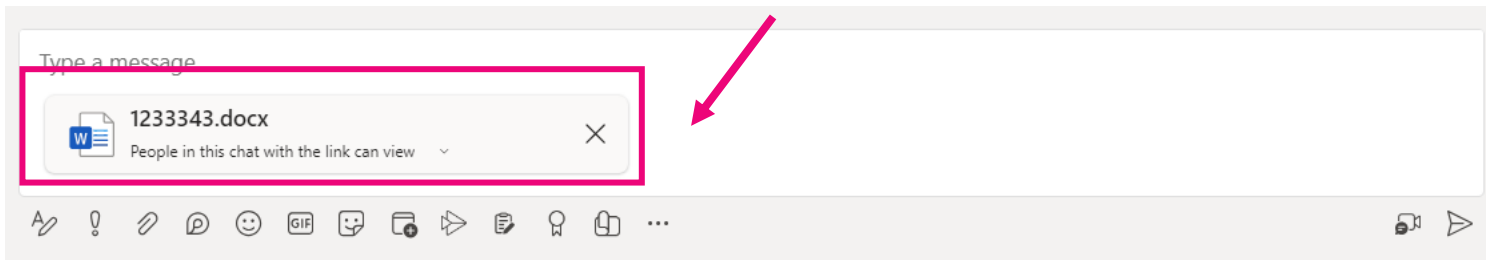


File Sharing

MICROSOFT TEAMS – CHAT FEATURES

2. According to the needs, you can choose who have the rights to open, view, edit or download this document; then select "Apply".

1. Select the drop-down menu to set the sharing permissions.





File Sharing

MICROSOFT TEAMS – CHAT FEATURES

The screenshot shows the Microsoft Teams interface for a chat with 'Clarice Chan (SUPERHUB)'. The 'Files' tab is highlighted with a pink box. Below the navigation bar, a list of shared files is displayed, enclosed in a pink border. An orange callout box points to the 'Files' tab with the text: 'Navigate your mouse to the “Files” tab to view all the documents shared within the Chat.'

Type	Name	Shared on	Sent by
	Loop list.loop	1h ago	Clarice Chan (SUPERHUB)
	project 2.docx	10/18/2023	Clarice Chan (SUPERHUB)
	Manager 5 Video PPT (cloud status).pptx	8/23/2023	Clarice Chan (SUPERHUB)
	project 1.docx	8/16/2023	Clarice Chan (SUPERHUB)
	FW test_977410994.eml	6/5/2023	Clarice Chan (SUPERHUB)
	Testing Feb 2023.docx	3/23/2023	Clarice Chan (superhub)
	Outlook-Logo.png	3/3/2023	Clarice Chan (superhub)

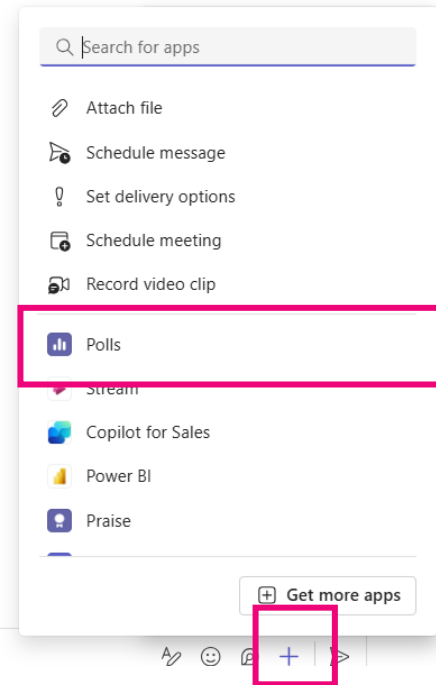


— Polls

MICROSOFT TEAMS – CHAT FEATURES



If you cannot see “Polls” simply search in the search bar.



Managed Service (SUPERHUB) added DemoPC (SUPERHUB) and Herman Wong (SUPERHUB) to the chat.

Type a message

— Polls

MICROSOFT TEAMS – CHAT FEATURES



Last read

Polls
Powered by Microsoft Forms

What to eat for Team dinner?

Chinese

Western

Japanese

Lunch Breakfast Dinner

+ Add option Multiple selections

Record names of respondents (only visible to creator)

Share aggregated results with respondents

Preview

Managed Service (SUPERHUB) via Polls 2:19 pm Updated



Poll: Names not recorded ; Results shared

What to eat for Team dinner?

Chinese

Western

Japanese

Submit Vote

More

Chinese 0% (0)

Western 0% (0)

Japanese 0% (0)

The "Poll" will be placed directly in the chat room and user can you simply answer directly in the chat.

Type a message



— Polls

MICROSOFT TEAMS – CHAT FEATURES

What to eat for Team dinner? - Saved ▾

Settings

Preview

View responses ¹

⊖ This form is read-only and can't be edited. ✕

What to eat for Team dinner?

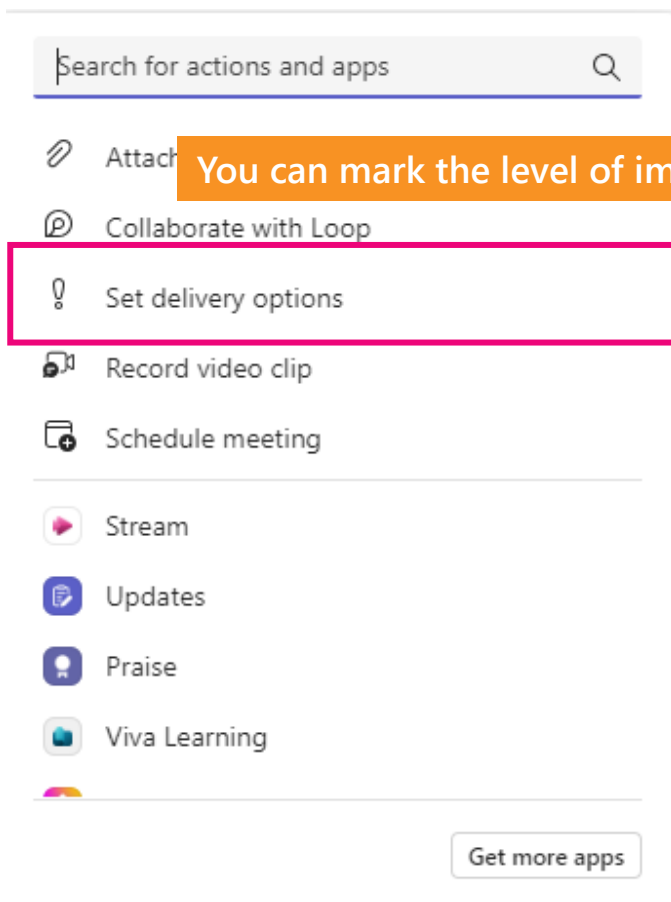
1. What to eat for Team dinner?

- Chinese
- Western
- Japanese

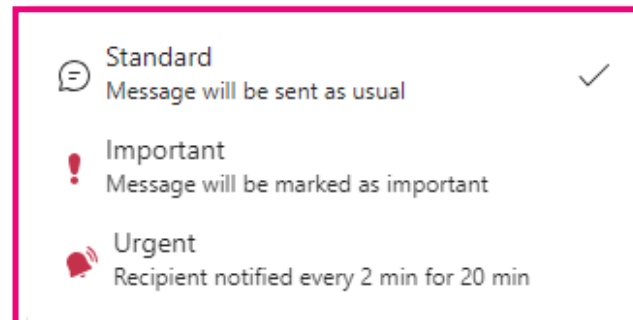
The person who set the “Polls” can view the result in Microsoft Forms.

Message Options

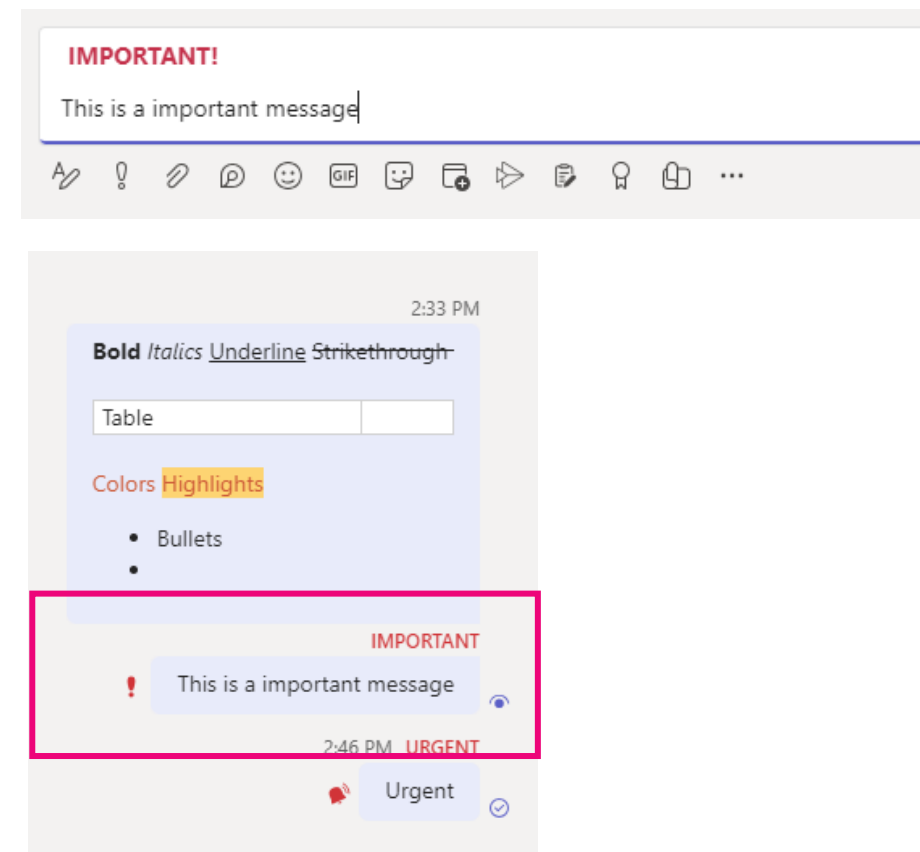
MICROSOFT TEAMS – CHAT FEATURES



You can mark the level of importance for the messages you sent.



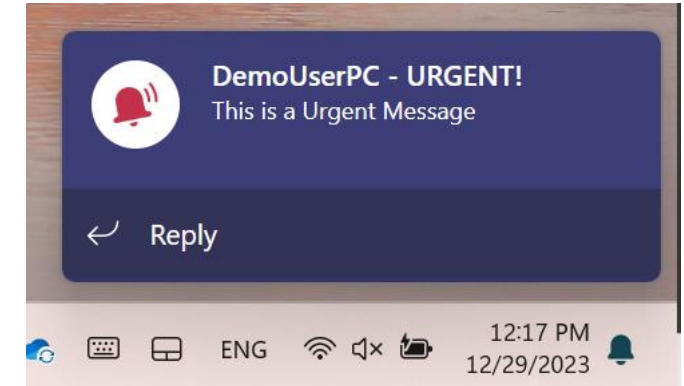
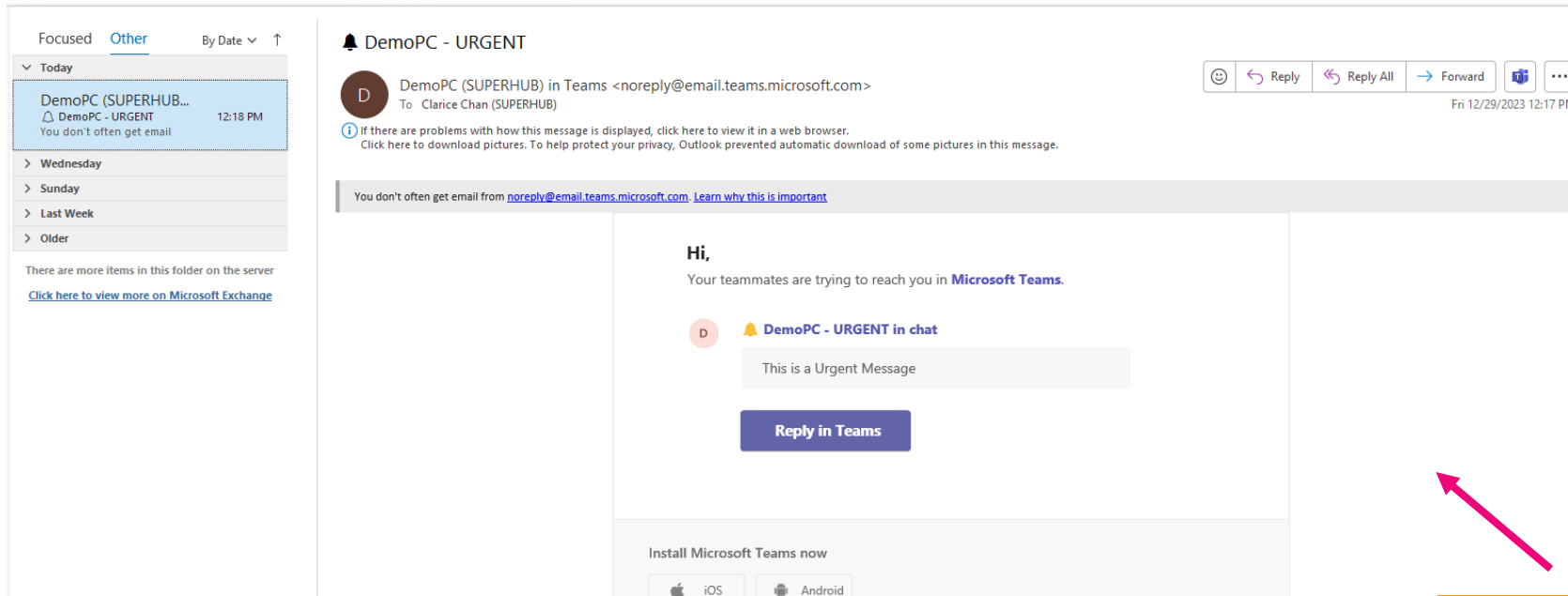
Messages by default are standard messages





Message Options

MICROSOFT TEAMS – CHAT FEATURES



With Urgent messages, recipients will receive a banner notifications and an email alert.

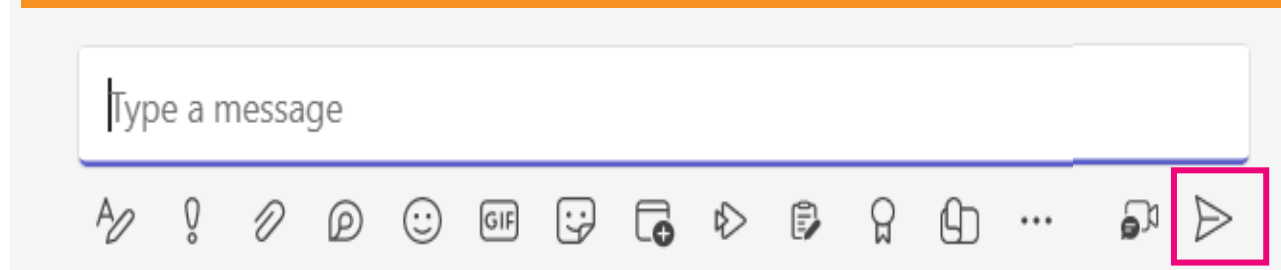
“Urgent” messages will be more disturbing, as it will send a notification to the recipients every 2 min in a 20 min interval, or until they read the message. (If it is a group chat, the notification will be sent to all members within the group chat.)

Delay Delivery

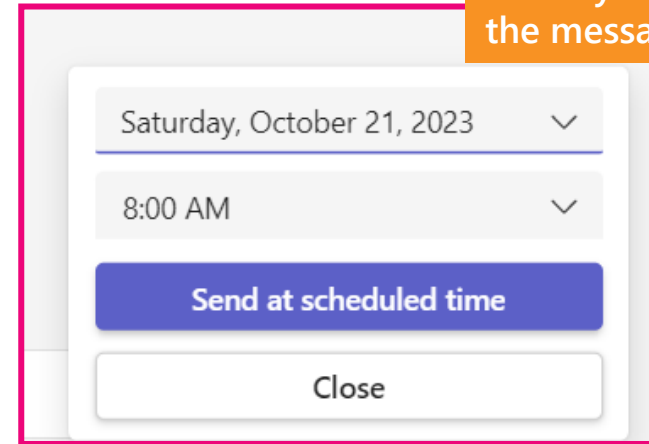
MICROSOFT TEAMS – CHAT FEATURES

Schedule your message to send at another time, to prevent disturbing recipients at out of office hours.

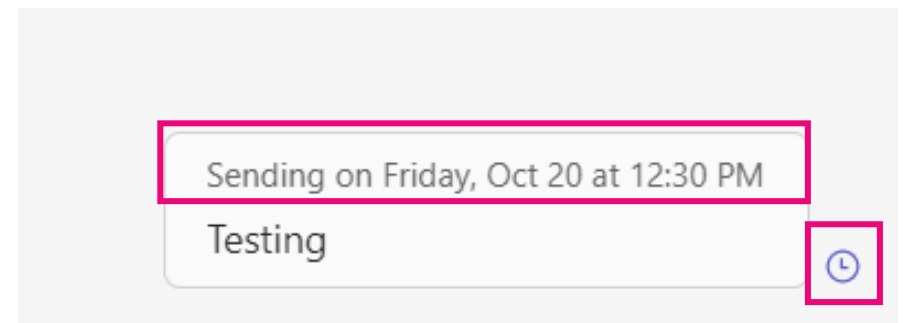
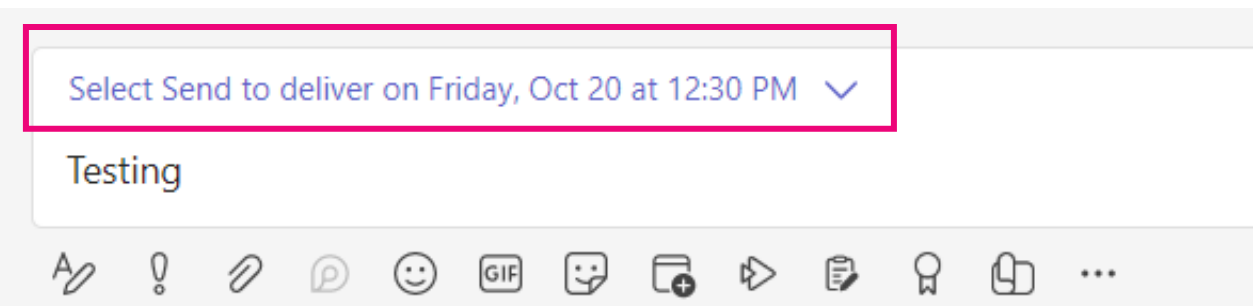
1. Right click the “send” button to send the message at a schedule time.



2. Select the date and time which you would like to send the message.



3. The set time will show on top of the message bar, then enter your message as usual and select “Send”.



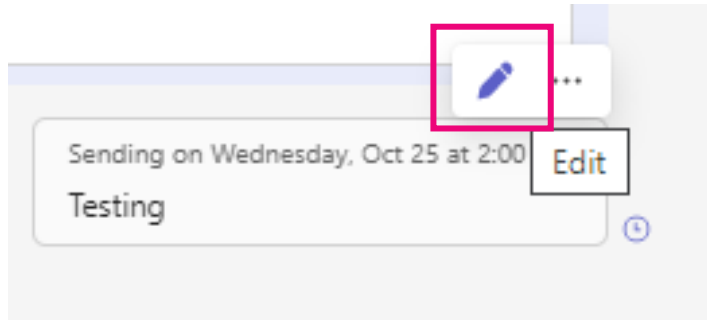
These indicators will help you identify the message as a schedule message, and it will be sent out at the designated time.

Note: The message will be sent out even if Teams are closed and not connected to the internet.

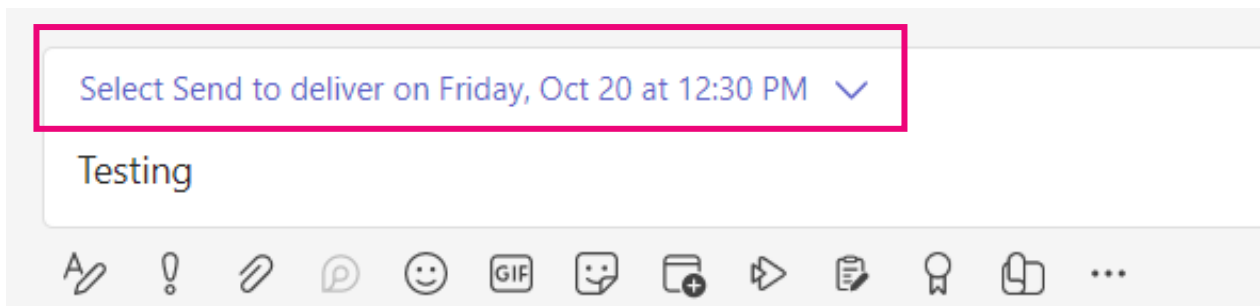
Delay Delivery

MICROSOFT TEAMS – CHAT FEATURES

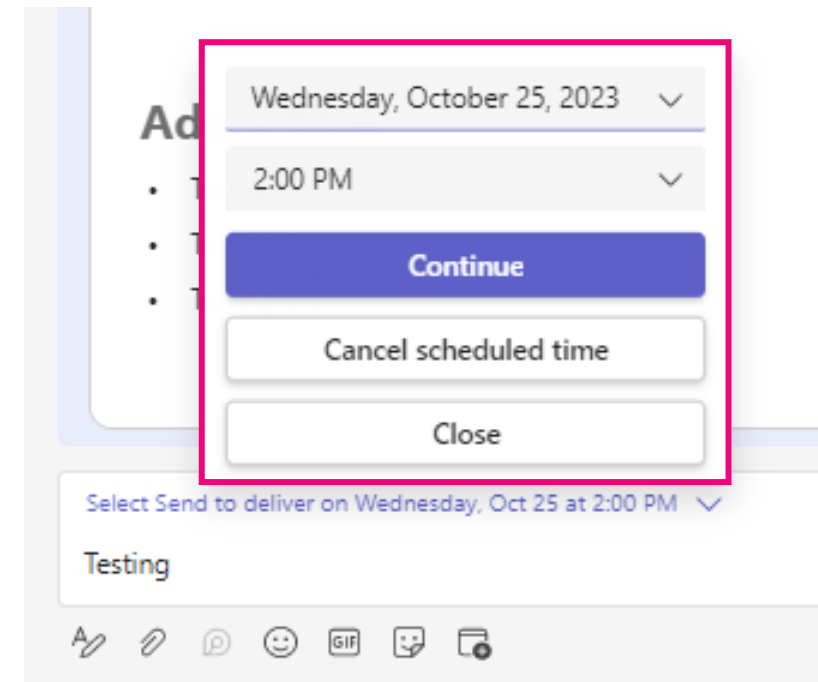
You can still amend the date and time and the message body of a schedule message that are not officially sent out.



1. Move your mouse to the message and select the "Pen" icon.



2. Select the date and time stated.



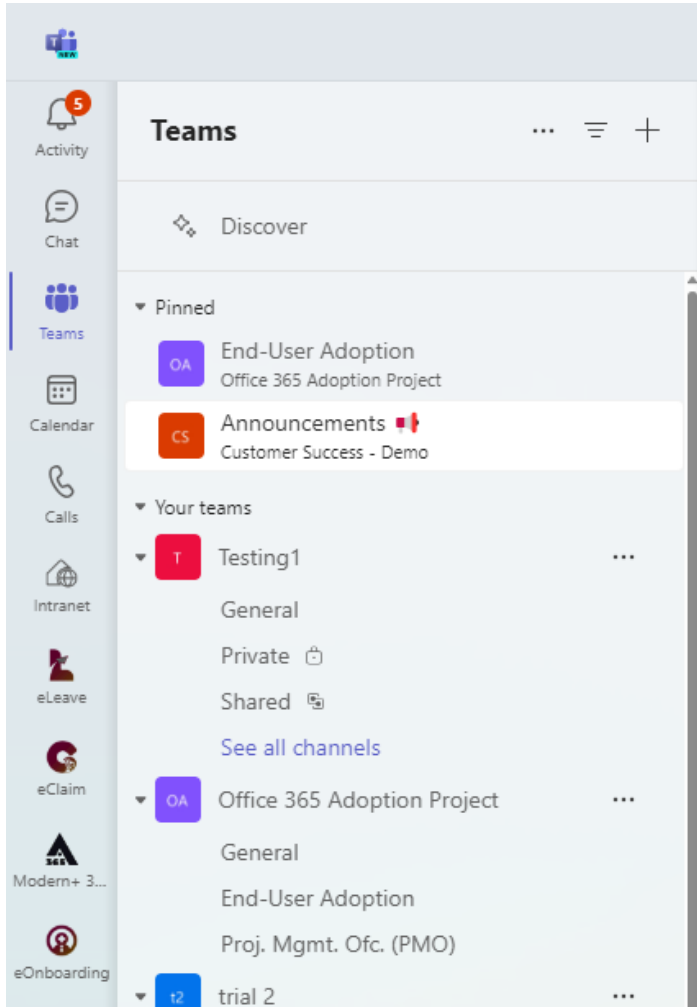
3. Change the date and time accordingly, or you can choose to cancel the schedule message and send it as a regular message.



TEAMS GROUP AND CHANNELS

Teams Group and Channels

MICROSOFT TEAMS – TEAMS GROUP AND CHANNELS



- A tool for organizing and facilitating collaboration
- **Team:** Collection of people, content and tools that work together on various projects
- **Channels:** Dedicated sections within a Team that can help keep conversation organized
- **Audience:** Internal or External



Group Chat Vs. Teams Group and Channels

MICROSOFT TEAMS – TEAMS GROUP AND CHANNELS

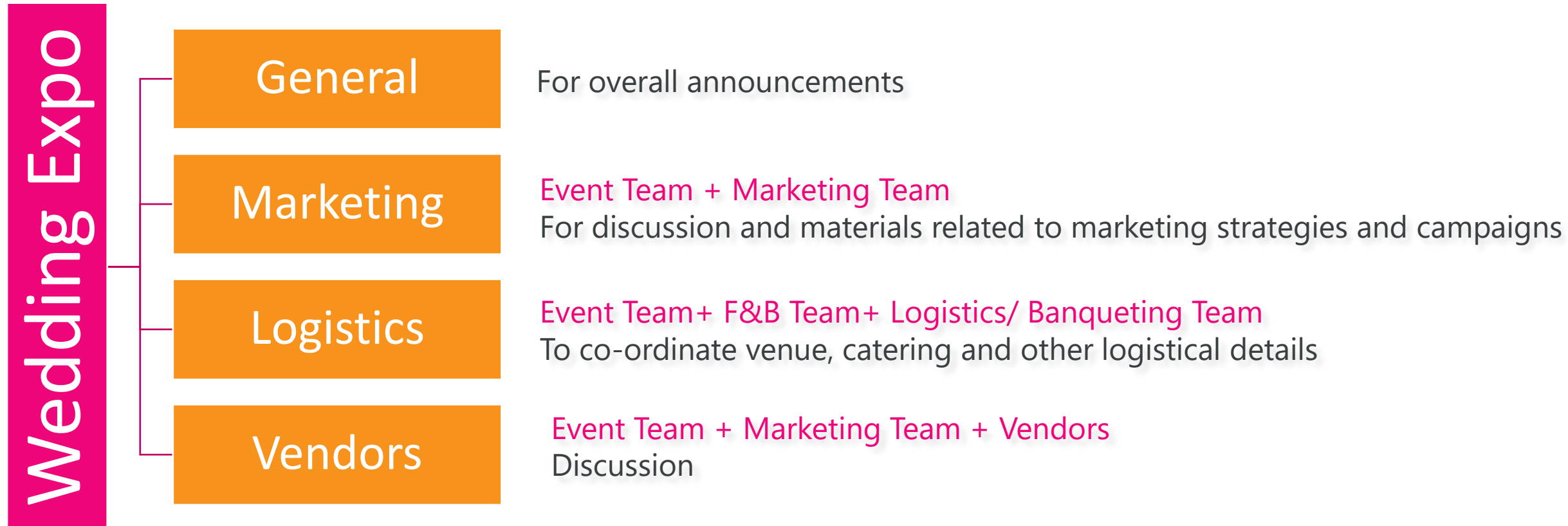
	Group Chat	Teams Group and Channels
Purpose	Instant and Causal Chats	Project Management
Channels	Unable to create small groups within the group chat for communication	Ability to open different sub-groups (channels) to manage project. (Cater up to 10,000 people)
History	Gives you flexibility to choose how much chat history to include	Shows all content when new member added (High Level of Transparency)
Apps	Limited Apps can be added in the tabs	More Apps options can be added into the tabs (e.g., task by Planner and To-do)
Storage	Files storage are stored in the OneDrive of the sender	Creates a SharePoint Teams site, where all users within the Teams group can easily access.



Teams Group and Channels

MICROSOFT TEAMS – TEAMS GROUP AND CHANNELS

People : Event Team, Marketing Team, F&B Team, Logistic/ Banqueting Team/ Vendors

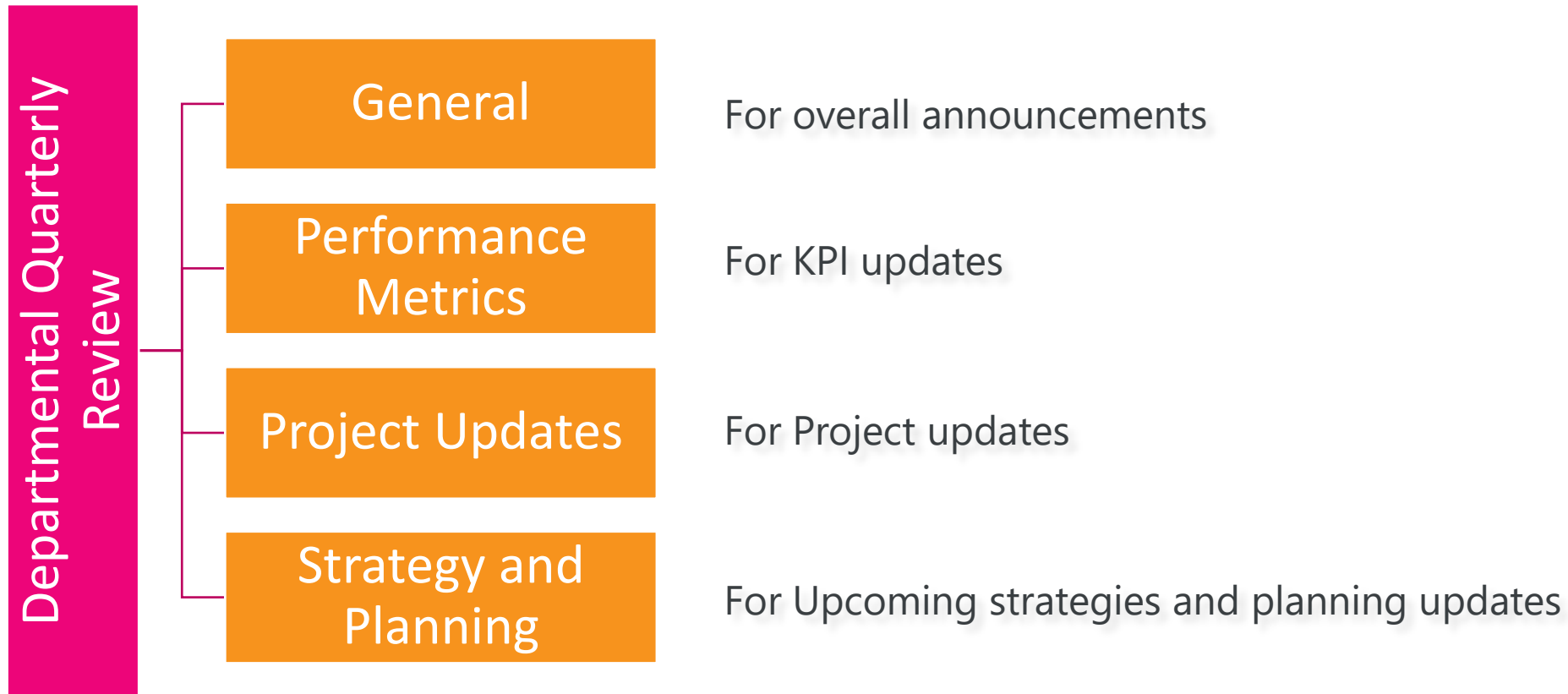




Teams Group and Channels

MICROSOFT TEAMS – TEAMS GROUP AND CHANNELS

People: Sales Team





Teams Group and Channels

MICROSOFT TEAMS – TEAMS GROUP AND CHANNELS

People: Accounting Team





Teams Group and Channels

MICROSOFT TEAMS – TEAMS GROUP AND CHANNELS

You can view the Teams Group/ Channels information here.

The group are known as Teams Group.

The screenshot displays the Microsoft Teams interface. On the left, a sidebar lists various Teams groups. One group, 'Testing1', is highlighted with a pink box. Below it, another group, 'Office 365 Adoption Project', is also highlighted with a pink box. The main area shows the 'Announcements' channel for the 'Testing1' group. A pink box highlights the 'Channels Posting Area' in the center. On the right, a pink box highlights the 'In this channel' sidebar, which contains information about the channel, including a list of members, a description, and options to manage the channel.

Sub-groups are known as Channels.

Channels Posting Area



Teams Group and Channels

MICROSOFT TEAMS – TEAMS GROUP AND CHANNELS

Stay in the know. Turn on desktop notifications.

Teams NC460 Sales Posts Files Notes

Discover

- Your teams
 - Retail
 - General**
[See all channels](#)
 - Mark 8 Project Team
 - General**
[See all channels](#)
 - Design
 - General**
[See all channels](#)
 - U.S. Sales
 - General
[See all channels](#)
 - Digital Initiative Public Relations
 - General
 - SOC Team
 - General
 - Communications
 - General**
[See all channels](#)
 - Contoso
 - General

Miriam Graham 2/20 5:18 AM

Hi Team! We're approaching the end of our sales period, and we are still lagging in our sales goals. I'd like everybody to work extra hard to close some deals. We're so close!

Reply

Miriam Graham 2/20 5:18 AM

Pradeep Gupta, could you take a look at the Sales data? See if you can find anything that will help us hit our targets this month!

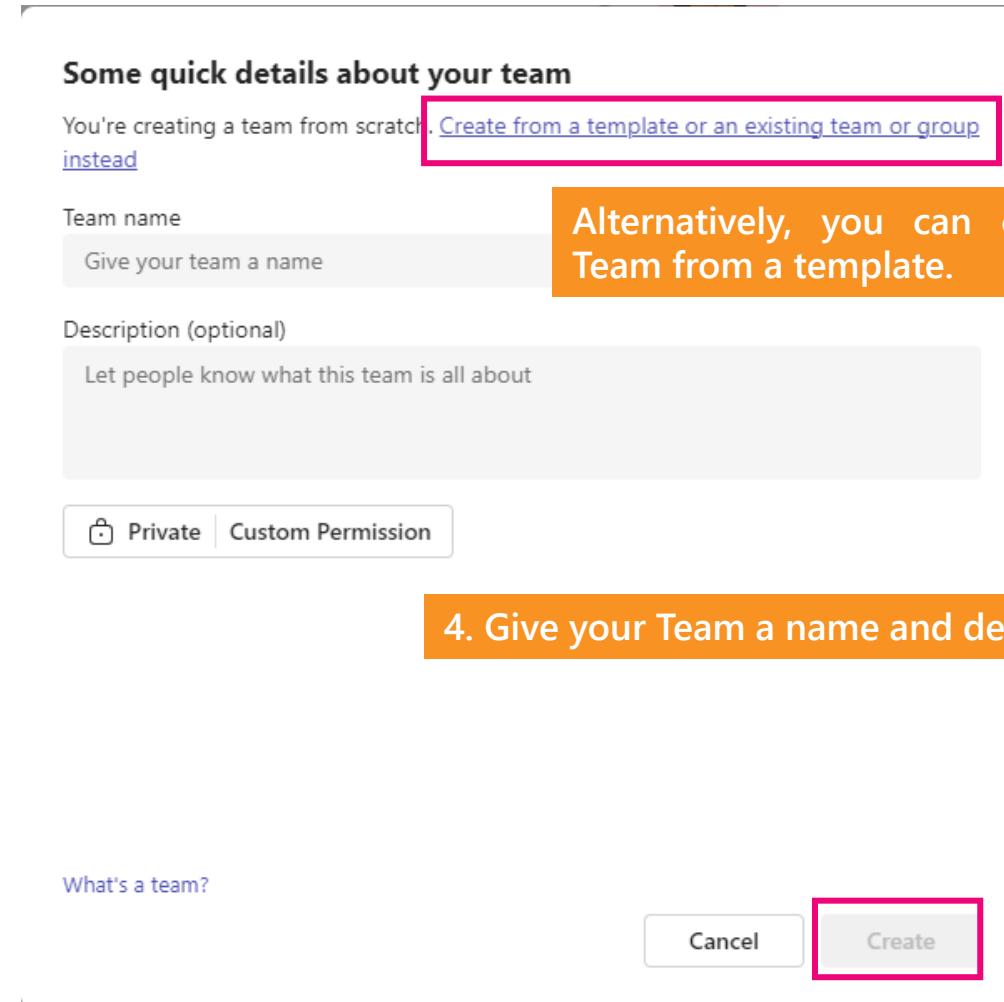
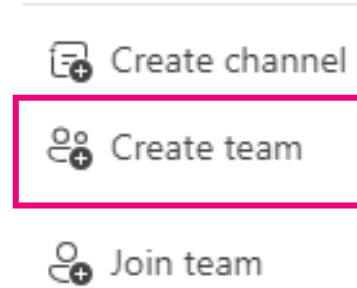
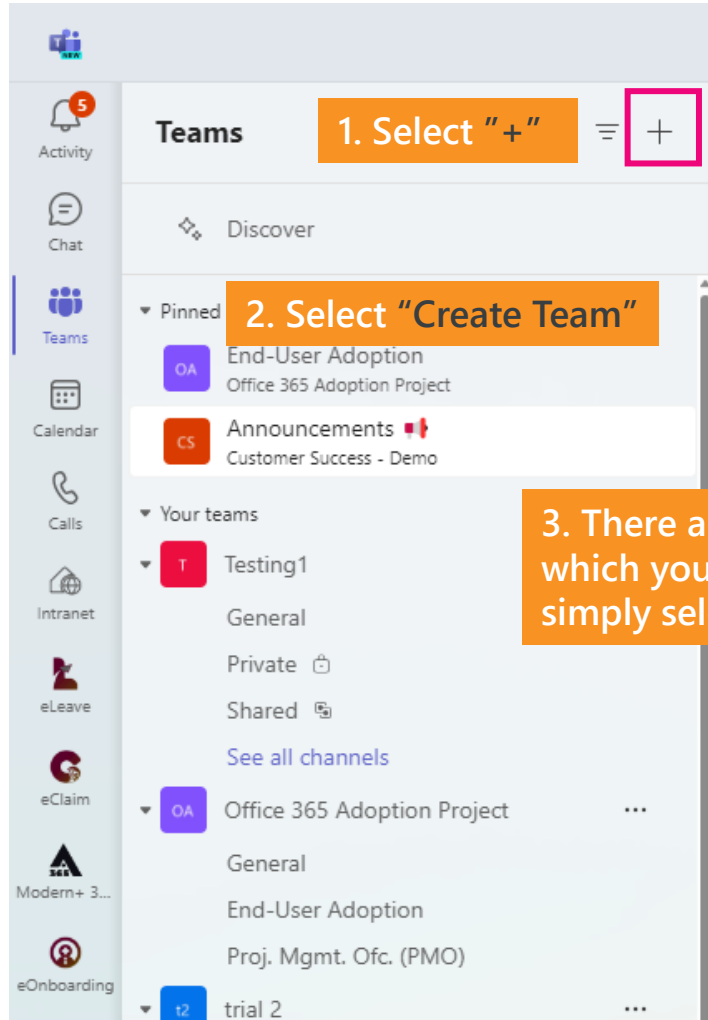
Reply

Start a post

Channels that are **BOLD** means there an update.

Creating Teams Group and Channels

MICROSOFT TEAMS – TEAMS GROUP AND CHANNELS





Creating Teams Group and Channels

MICROSOFT TEAMS – TEAMS GROUP AND CHANNELS

Some quick details about your team

You're creating a team from scratch. [Create from a template or an existing team or group instead](#)

Team name
Give your team a name




Description (optional)
Let people know what this team is all about

Private | Custom Permission

What's a team?

Cancel Create

What kind of team will this be?

-  **Private**
People need permission to join
-  **Public**
Anyone in your org can join
-  **Org-wide**
Everyone in your organisation automatically joins

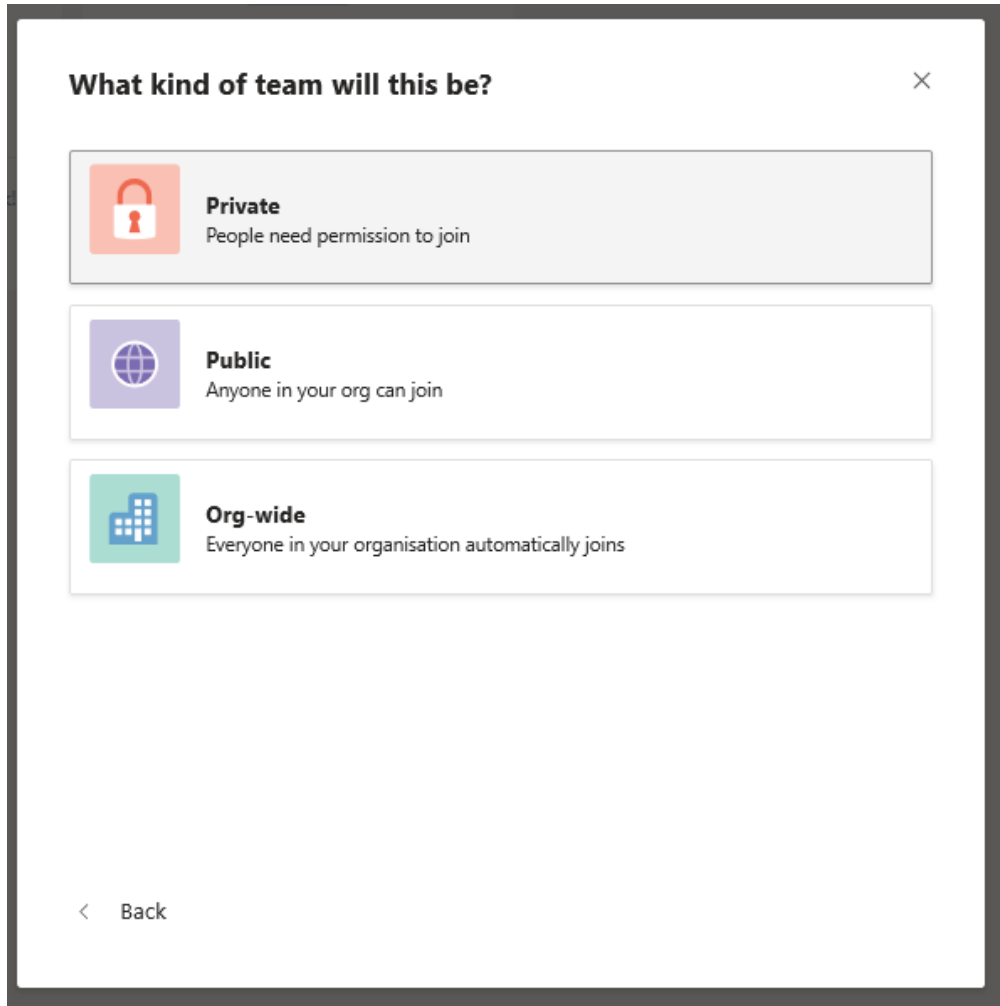
Set the privacy level of the Team Group

< Back



Creating Teams Group and Channels

MICROSOFT TEAMS – TEAMS GROUP AND CHANNELS



There are 3 different levels which can be set:

Private: Only those invited can join the Team Group.

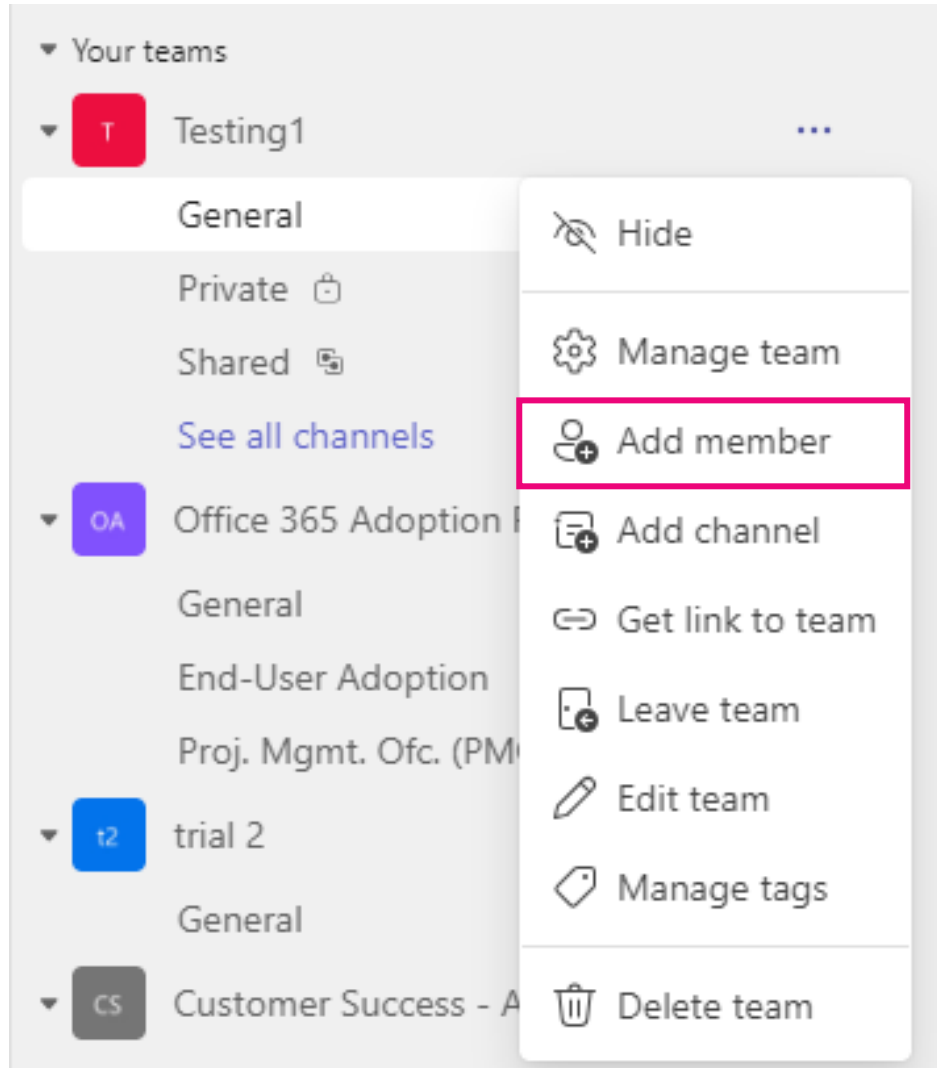
Public: Members within the organization can choose to join freely.

Org-wide: A dynamic group settings which employees within the organization will join automatically.



Creating Teams Group and Channels- Add Members

MICROSOFT TEAMS – TEAMS GROUP AND CHANNELS



1. Select "..." next to the Team.

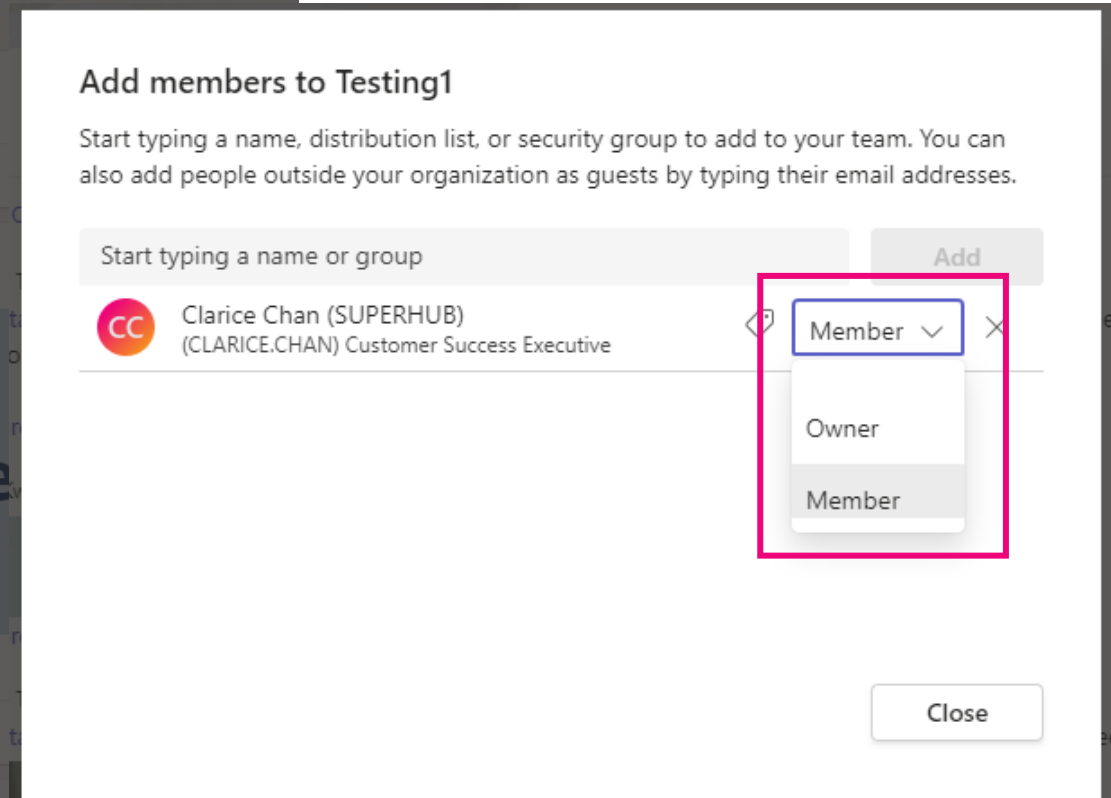
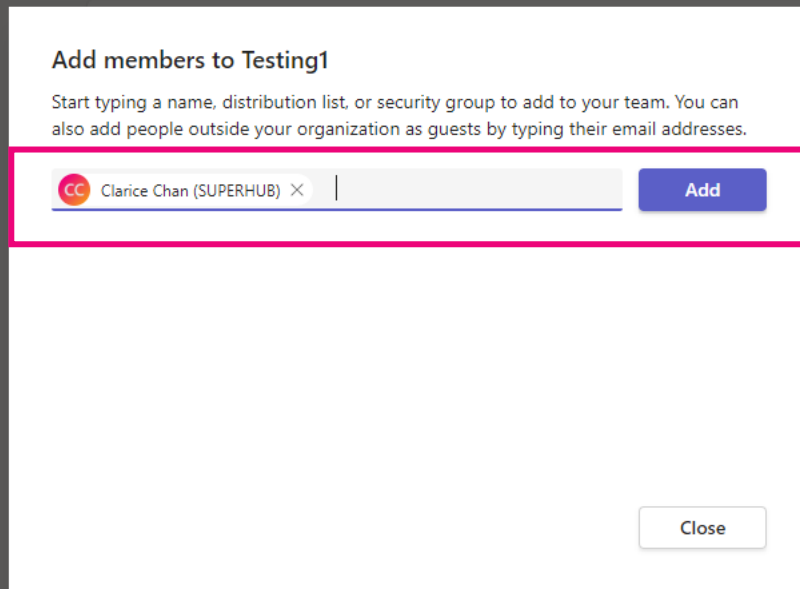
2. Select "Add Member"



Creating Teams Group and Channels- Add Members

MICROSOFT TEAMS – TEAMS GROUP AND CHANNELS

3. Add in the members' email address and select "Add".

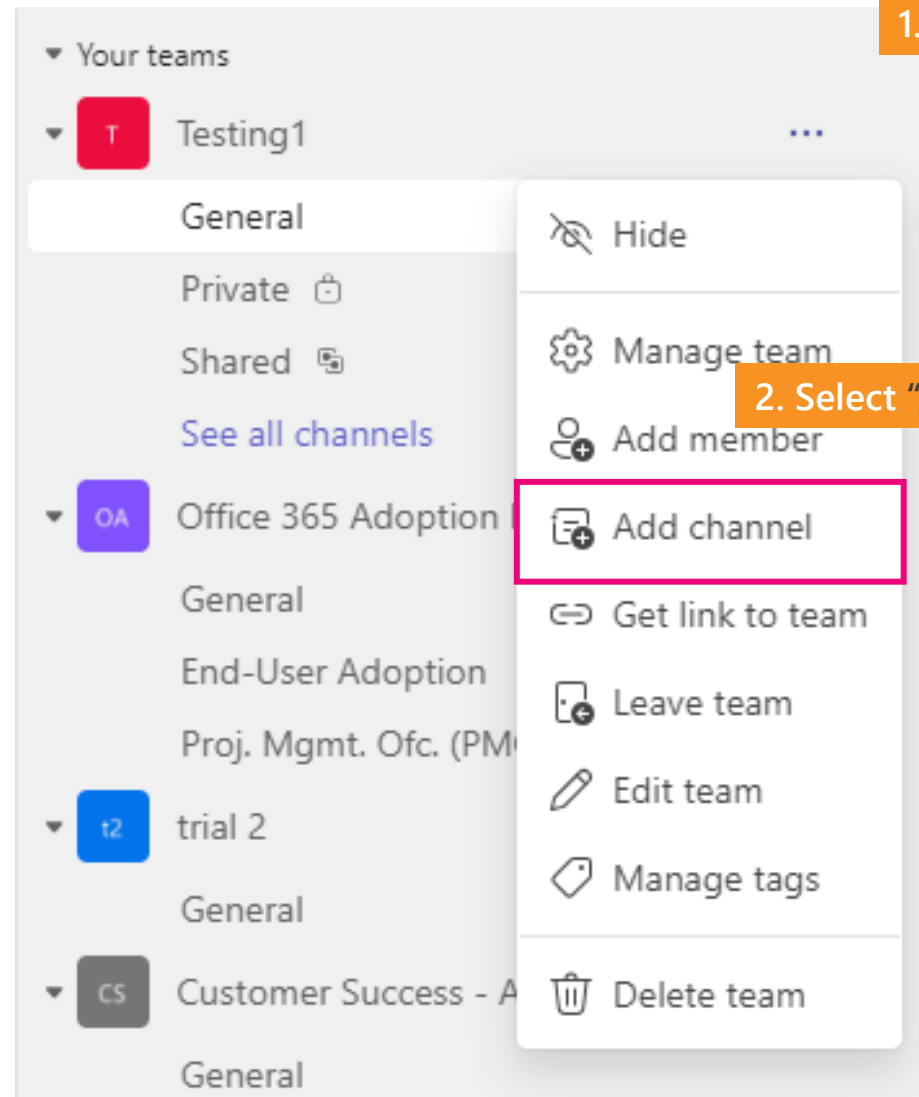


Different roles can be given to members in the group:
Owner: Can help co-own the Team, giving them the ability to add members and channels freely
Member: Can add channels but by request but can still post freely.



Creating Teams Group and Channels- Add Channels

MICROSOFT TEAMS – TEAMS GROUP AND CHANNELS



1. Select "..." next to the Team.

2. Select "Add Channel"



Creating Teams Group and Channels- Add Channels

MICROSOFT TEAMS – TEAMS GROUP AND CHANNELS

Create a channel for "Testing1" team

Channel name
Letters, numbers, and spaces are allowed

Description (optional)
Help others find the right channel by providing a description

Privacy
Standard - Everyone on the team has access

Automatically show this channel in everyone's channel list

Cancel Add

3. Give your channel a name and select the privacy.

- Standard - Everyone on the team has access ✓
- Private - Specific teammates have access
- Shared - People you choose from your org or other orgs have access

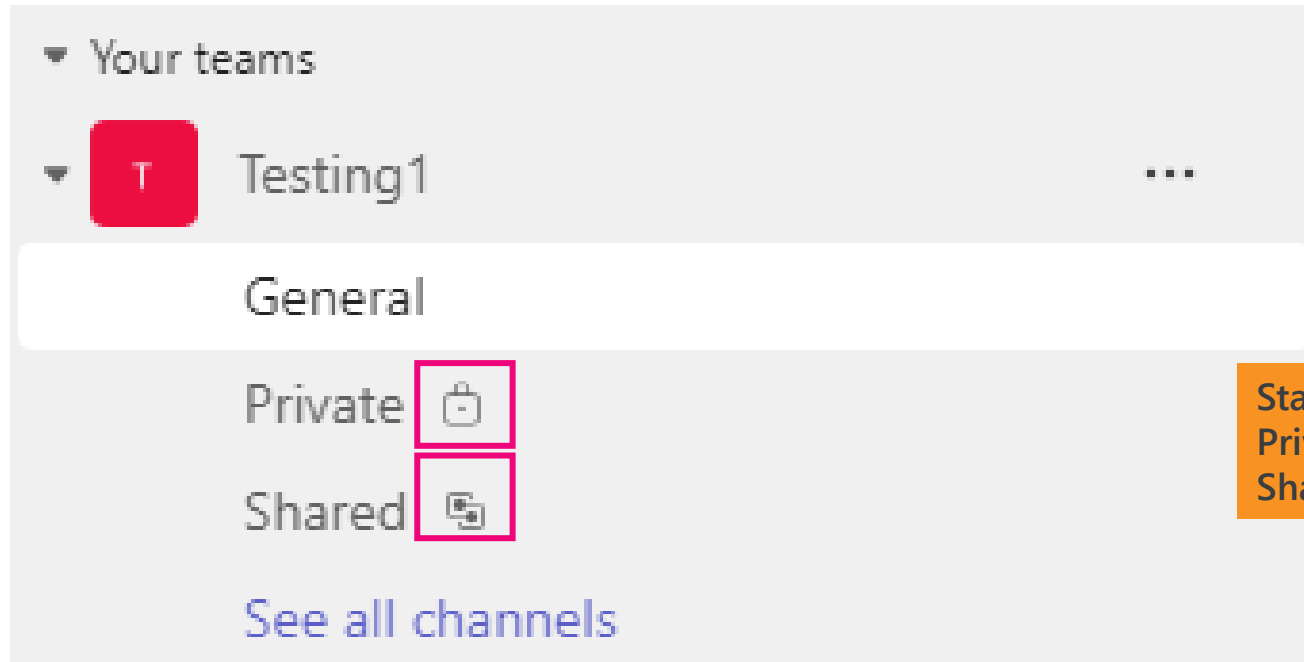
Standard: All members within the Teams Group will be added into this Channel
Private: Adding specific members from the Teams group
Shared: Adding members within the organization or external parties, whom are not in the Teams Group.

4. Select "Add"



Creating Teams Group and Channels- Add Channels

MICROSOFT TEAMS – TEAMS GROUP AND CHANNELS



Standard: No icon
Private: Lock icon
Shared: Link icon

Posting in Channels

MICROSOFT TEAMS – TEAMS GROUP AND CHANNELS

Members can also react to posts.

Select "..." to see more options

Clarice Chan (SUPERHUB) 4:38 PM

Post Testing

Testing

Post Example

Reply

Clarice Chan (SUPERHUB) 4:39 PM

Announcement Example

Announcement Testing

Testing

Reply

Select the "Pen" to edit the post

- Copy link
- Delete
- Pin
- Open conversation in new window
- Save this message
- Create a ticket
- Translate
- More actions

Members can easily reply to the post



Posting in Channels

MICROSOFT TEAMS – TEAMS GROUP AND CHANNELS

Enter "@" and users name to tag someone in a post.

Suggestions

- Clarice Chan (SUPERHUB)
clarice.chan@superhub.com.hk

Get bots

@

DemoPC (SUPERHUB) 4:59 PM

Clarice Chan (SUPERHUB) testing

Reply

From your view, it will be marked in blue

DemoPC (SUPERHUB) 4:59 PM

Clarice Chan (SUPERHUB) testing


Reply

New @


From the members' view it will be marked in red and a "@" icon will be shown.

Manage Teams

MICROSOFT TEAMS – TEAMS GROUP AND CHANNELS

 Posts in shown and pinned channels

Include replies


Off 

Show in Activity and banner


Show in Activity

✓ Off

To ensure you do not miss out anything in Teams Group and Channels, **ensure to turn on this setting.**

 Posts in shown and pinned channels

Include replies

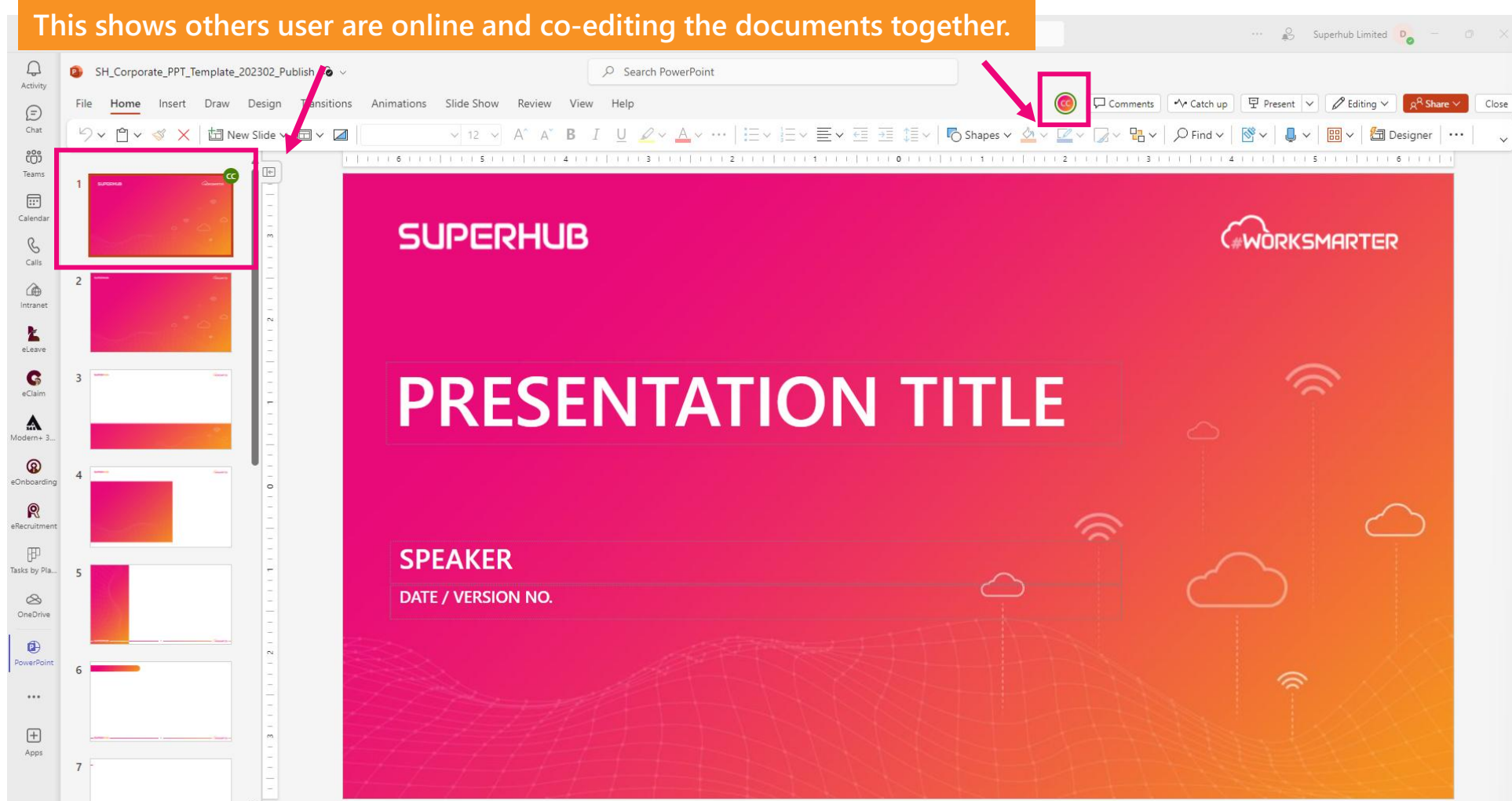
Show in Activity and banner 



Collaborating in Teams

MICROSOFT TEAMS – TEAMS GROUP AND CHANNELS

This shows others user are online and co-editing the documents together.





MEETING FEATURES



Microsoft Teams

MICROSOFT TEAMS – TEAMS MEETING



- A tool for hosting audio calls or video meetings
- **Types:** Various of meetings types to cater different needs (capacity and interaction level/ recurring)
- **Organized:** From Chat/ Channel/ Scratch

Types of Teams Meeting

MICROSOFT TEAMS – TEAMS MEETING

	Webinars	Town Hall	Virtual Appointment	Live Event	Schedule Meeting (Default)
Purpose	Structured presentations, training, external communications	Company-wide announcements, executive updates	One-on-one consultations (e.g. healthcare, customer service)	Broadcast-style events, large-scale presentations	General collaboration, teams discussions, project updates
Interactivity	Moderate (Q&A, polls, limited chat)	Low to Moderate (Q&A, moderated chat)	High (private, personalized interaction)	Very low (Q&A only, no participant video)	High
Audience Size	1,000 (interactive) 10,000 (view only)	Up to 20,000 (view only)	One-on-One	Up to 20,000	Up to 1,000
Registration Required	Yes	Optional	Yes (via Bookings)	Optional	No



Calendar Interface

MICROSOFT TEAMS – TEAMS MEETING

Calendar

Search (Ctrl+Alt+E)

Join with an ID Meet now + New meeting New Calendar

Today < > March 2025 Syncing... Work week

	03 Monday	04 Tuesday	05 Wednesday	06 Thursday	07 Friday
9 AM	Team Building Monday Microsoft Teams Meeting user01				
10 AM					
11 AM					
12 PM			Recreation Club Agenda Discussion Microsoft Teams Meeting user01		
1 PM				6 Mar Training Microsoft Teams Meeting user01	

Select "Calendar" you are able to view your meeting schedules



Create a Meeting

MICROSOFT TEAMS – TEAMS MEETING

The screenshot displays the Microsoft Teams interface. At the top, there is a search bar with the text "Search (Ctrl+Alt+E)". Below the search bar, the "Calendar" tab is active. The calendar shows a grid for March 2025, with the 5th (Wednesday) highlighted. A dropdown menu is open, showing the "New meeting" button highlighted in pink. The dropdown menu lists several meeting templates:

- Schedule meeting**
- Webinar**: Host interactive event with registration
- Town hall**: Produce event for large audience
- Virtual appointment**: Guests join on web and enter via tailored lobby
- Controlled-content meeting**: Apply extra meeting content controls
- Live event**: Produce live event

The calendar grid shows several meetings:

- Team Building Monday** (Microsoft Teams Meeting user01) on Monday, March 3rd, from 9 AM to 10 AM.
- Recreation Club Agenda Discussion** (Microsoft Teams Meeting user01) on Wednesday, March 5th, from 12 PM to 1 PM.
- 6 Mar Training** (Microsoft Teams Meeting user01) on Thursday, March 6th, from 12 PM to 1 PM.



Create a Meeting

MICROSOFT TEAMS – TEAMS MEETING

New meeting Superhub Limited CC — □ ×

New meeting Details Scheduling Assistant Save

Show as: Busy ∨ Category: None ∨ Time zone: (UTC+08:00) Beijing, Chongqing, Hong Kong, Urumqi ∨ Response options ∨ Sensitivity: None ∨ **Options**

Add title

Add required attendees + Optional

Facilitator

30/5/2025 3:30 pm ∨

30/5/2025 4:00 pm ∨

30m All day

Does not repeat ∨

Add channel

Add location Online meeting

Who can bypass the lobby? i

People in my org, trusted orgs, and guests ∨

Record and transcribe automatically i

[More options](#)



Create a Meeting

MICROSOFT TEAMS – TEAMS MEETING

New meeting Details **Scheduling Assistant**

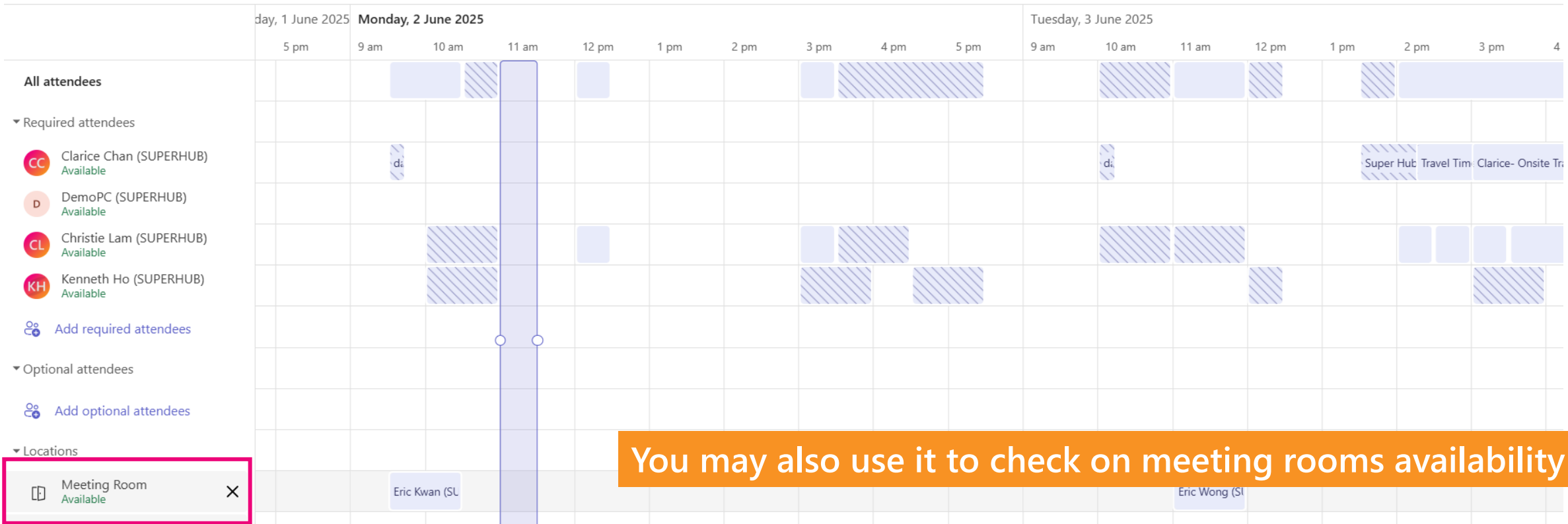
Send

Show as: Busy Category: None Time zone: (UTC+08:00) Beijing, Chongqing, Hong Kong, Urumqi Response options Sensitivity: None

2/6/2025 11:00 am → 2/6/2025 11:30 am 30m All day

Suggested: No suggestions available.

Use "Scheduling Assistance" to see the availability of your colleagues

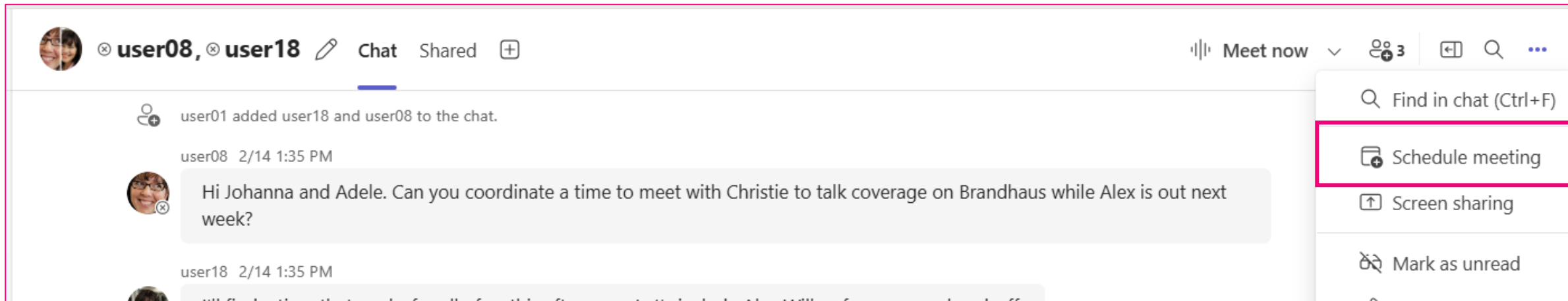


You may also use it to check on meeting rooms availability

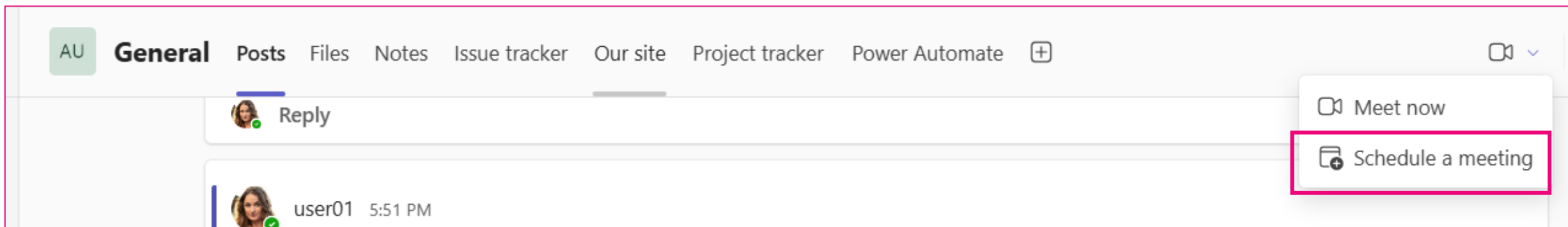


Create a Meeting

MICROSOFT TEAMS – TEAMS MEETING



Quickly schedule a meeting in a group chat or channel





Create a Meeting

MICROSOFT TEAMS – TEAMS MEETING

Chat Meeting

Channel Meeting

Super Hub <> Ageas Chat Shared Recap Q&A Meeting Whiteboard

Keller Sabrina added Clarice Chan (SUPERHUB) (Guest) and 5 others to the chat.
Keller Sabrina named the meeting Super Hub <> Ageas.

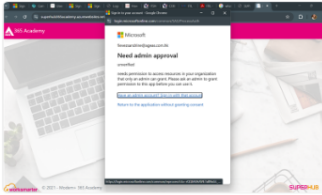
Tuesday

Tuesday 1:30 pm Meeting started

Clarice Chan (SUPERHUB) (Unverified) was invited to the meeting.

Tuesday 1:34 pm Keller Sabrina started recording to the cloud

Fievez Sandrine Tuesday 1:47 pm



Clarice Chan (SUPERHUB) (Unverified) left the chat.

Tuesday 2:15 pm Meeting ended: **45m 39s**

Super Hub <> Ageas
Tuesday, 27 May 2025 1:30 pm - 3:00 pm View recap

Content 📄

Transcript

Tuesday 2:15 pm Recording has stopped.

Tuesday 2:18 pm Recording has been saved to Keller Sabrina's OneDrive

Type a message

BL Bosco Lau (SUPERHUB) 9/4/2024 7:00 pm

Weekly engineering meeting ↻
Occurs every Friday 11:30 AM Join

Scheduled a meeting

🔒

12/4/2024 11:31 am Meeting started

12/4/2024 11:31 am Bosco Lau (SUPERHUB) started recording to the cloud

12/4/2024 2:06 pm Meeting ended: **2h 35m 6s**

12/4/2024 2:06 pm Recording has stopped. Saving recording...

Recording
Bosco Lau (SUPERHUB)
2h 34m 27s

Friday, 19 April 2024

Meeting Options (Settings)

MICROSOFT TEAMS – TEAMS MEETING

Meeting options

- Security
- Audio & video
- Engagement
- Roles
- Recording & transcript

Security

Who can bypass the lobby?

People dialing in can bypass the lobby

Who can admit from the lobby

Enable Green room

Require unverified participants to verify their info before joining

Audio & video

Allow mic for attendees

Allow camera for attendees

Save

Different meeting settings available to set for a meeting e.g. Who can bypass the lobby, who can admit users, if copilot are enable post meeting, etc.

Meeting options

- Security
- Audio & video
- Engagement
- Roles
- Recording & transcript

Roles

Announce when people dialing in join or leave

Choose co-organizers:

Who can present

Enable language interpretation

Recording & transcript

Record and transcribe automatically

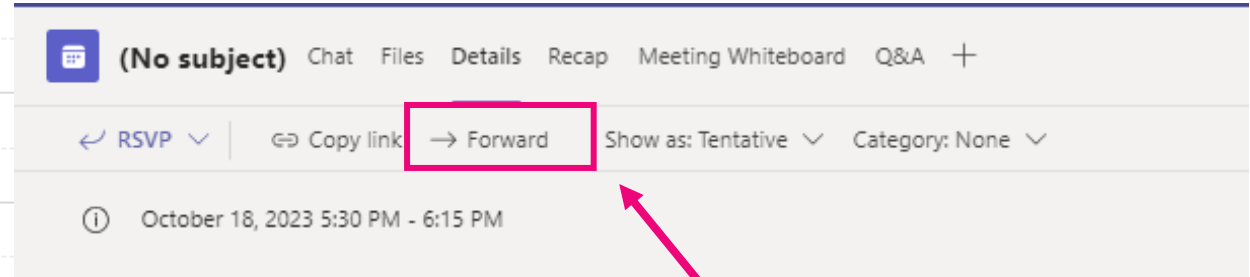
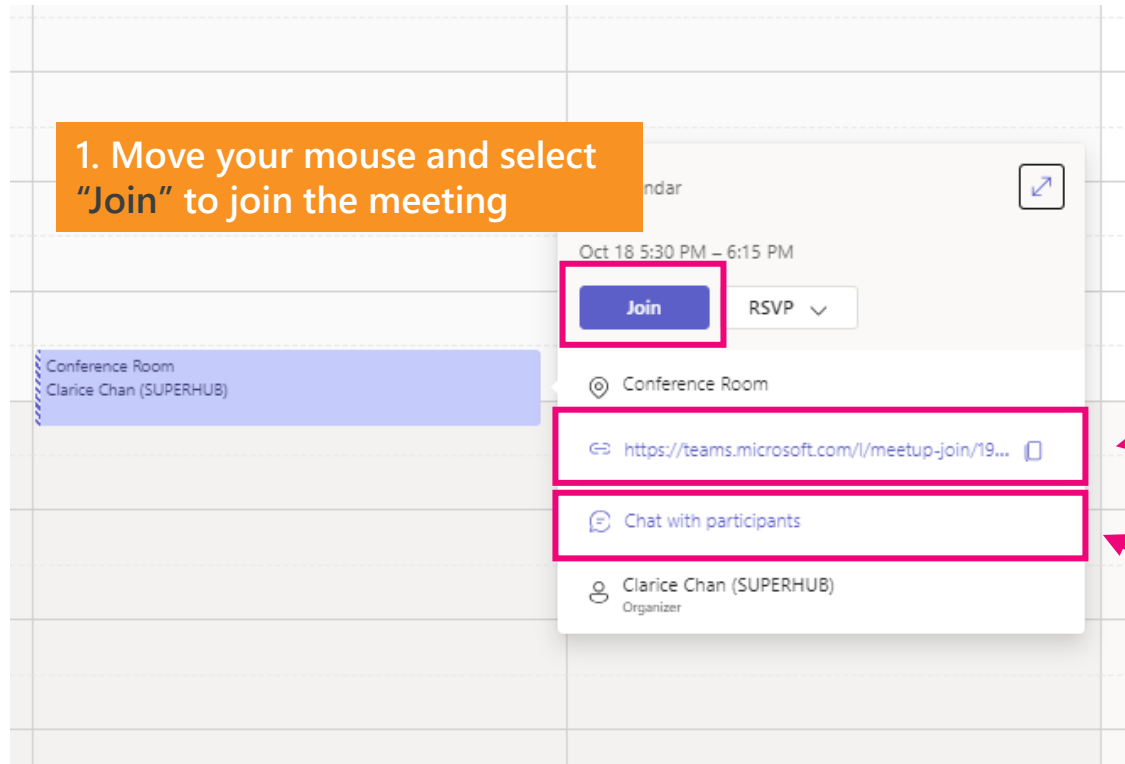
Allow Copilot



Join and Share a Meeting

MICROSOFT TEAMS – TEAMS MEETING

1. Move your mouse and select "Join" to join the meeting



If you are not the organizer but would like to share the meeting, simply copy the link or double click the meeting and select "Forward"

You can also start a conversation with the meeting attendees.

Join and Share a Meeting

MICROSOFT TEAMS – TEAMS MEETING

2. Set your video and audio options before joining

Choose your video and audio options

Your camera is turned off

Effects and avatars

Computer audio

Realtek(R) Audio

Phone audio

Room audio (suggested)

Don't use audio

Cancel

Join now

As a best practice, it is suggested to turn off your microphone when you first enter the meeting.

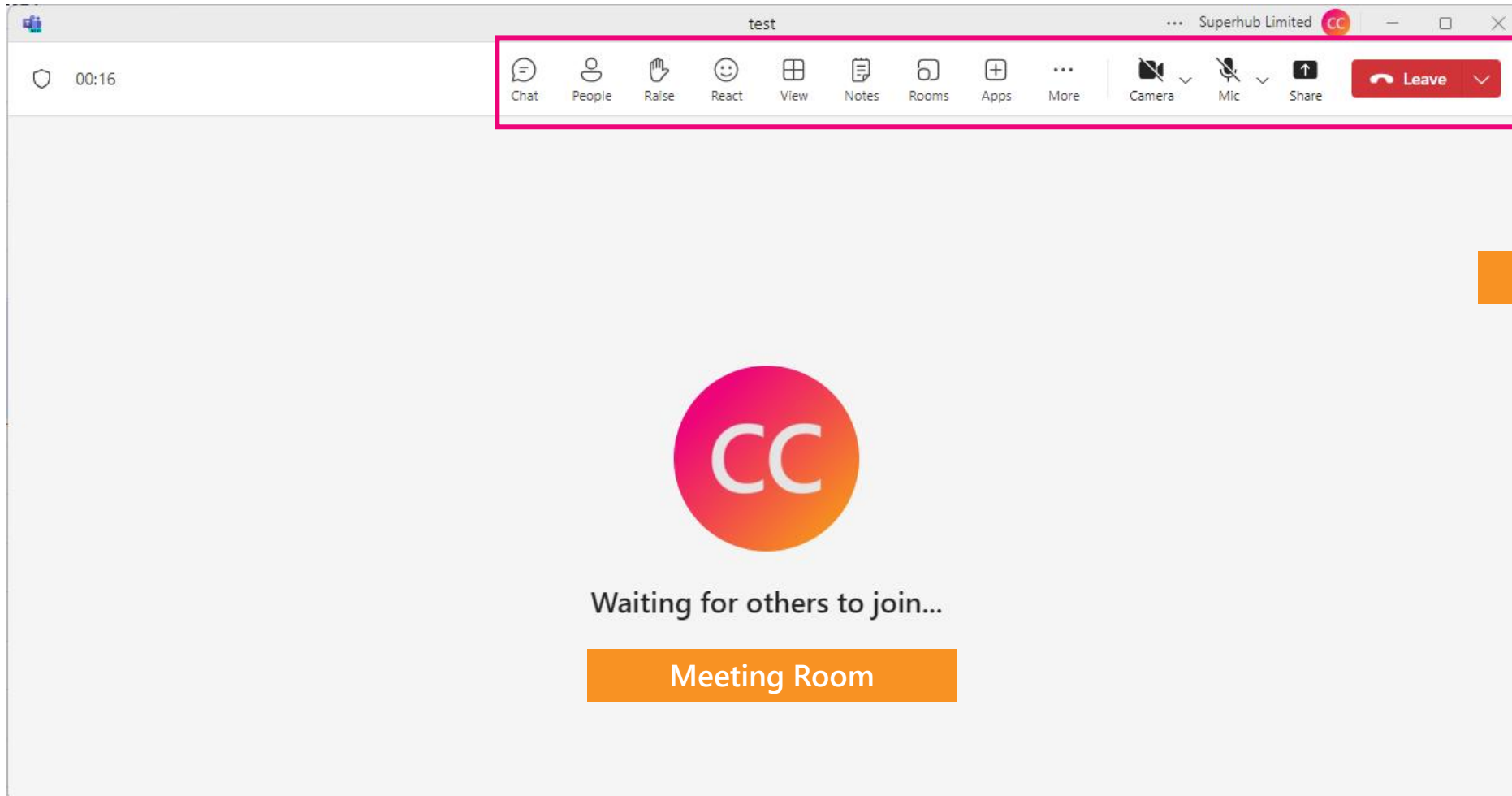
3. Select "Join Now" to enter the meeting room

Turning on your video enables you to set background filters



Join and Share a Meeting

MICROSOFT TEAMS – TEAMS MEETING

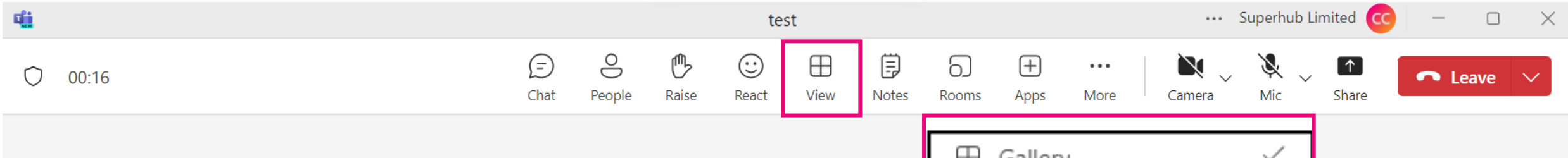


Navigation Bar

Meeting Room

Meeting Views

MICROSOFT TEAMS – TEAMS MEETING



There are different Teams Meeting view options available. Choose the view that best suits your viewing habits.



Meeting Features- Manage Participants

MICROSOFT TEAMS – TEAMS MEETING

The screenshot displays the Microsoft Teams meeting interface. At the top, the meeting title is "test" and the duration is "00:16". The navigation bar includes icons for Chat, People (highlighted with a pink box), Raise, React, View, Notes, Rooms, Apps, More, Camera, Mic, and Share. A red "Leave" button is on the right. Below the navigation bar, the "Participants" panel is open, showing a list of participants. The "People" icon in the navigation bar and the "Participants" panel title are highlighted with pink boxes. The "Participants" panel shows a search bar with "herman" entered, a "Share invite" button, and a list of participants. The "Attendees (1)" section shows "user1 (External)" with a context menu open, listing options: "Mute participant", "Disable mic", "Disable camera", "Pin for me", "Spotlight for everyone", "Make a presenter", and "Remove from meeting". The "Remove from meeting" option is highlighted with a pink box. A separate window on the left shows a "Request to join" notification for "Herman Wong (...)" with a pink box around it.

Select "Mute Participants" or "Disable Camera" if they forgot to do so

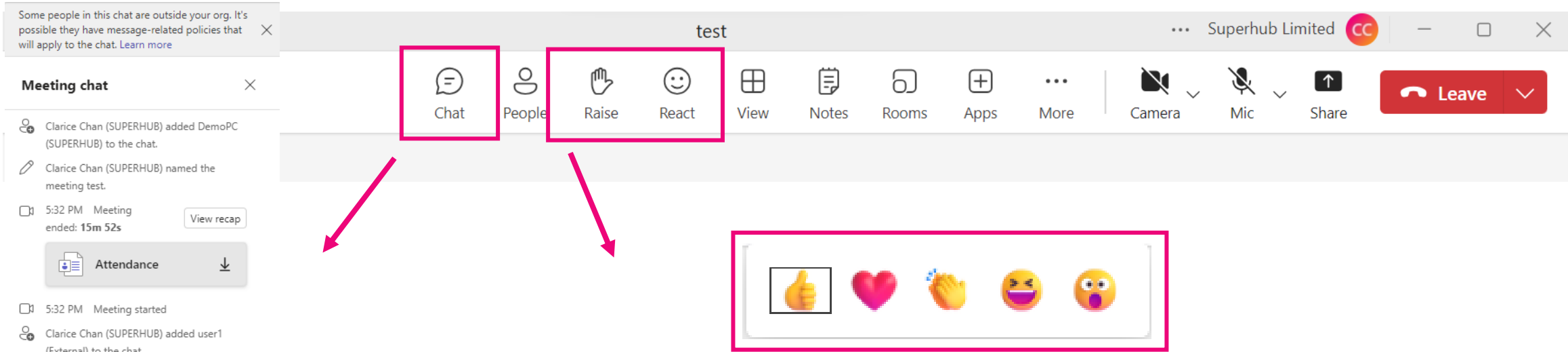
Selecting "Make a Presenter" will grant permissions for users to present and share their screen

Select "Remove from Meeting" if an unauthorized individual have entered the meeting.

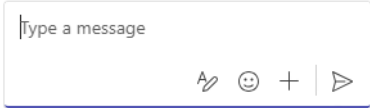


Meeting Features- Chat/ React Raise

MICROSOFT TEAMS – TEAMS MEETING

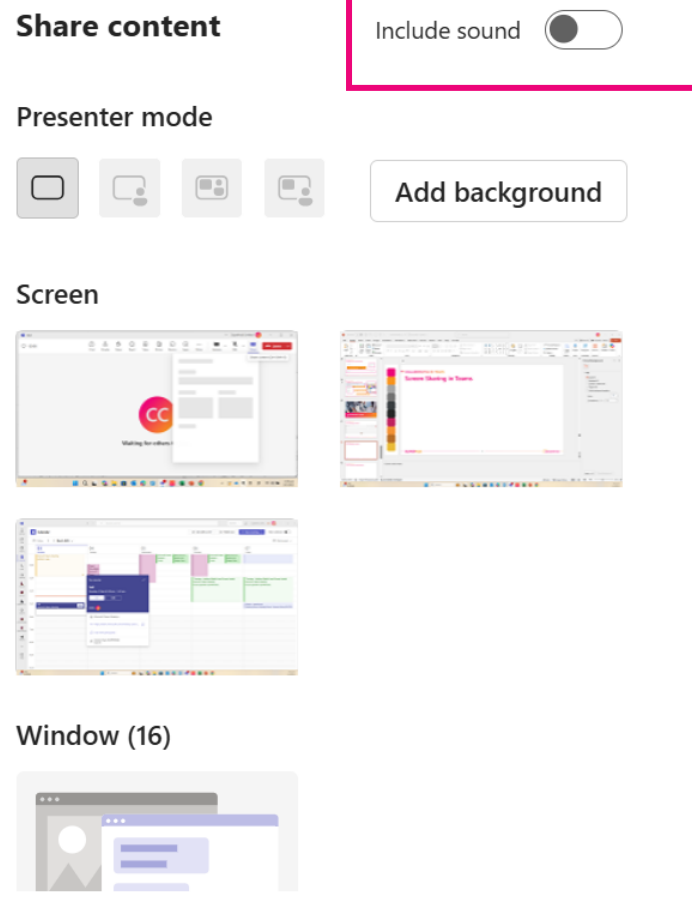
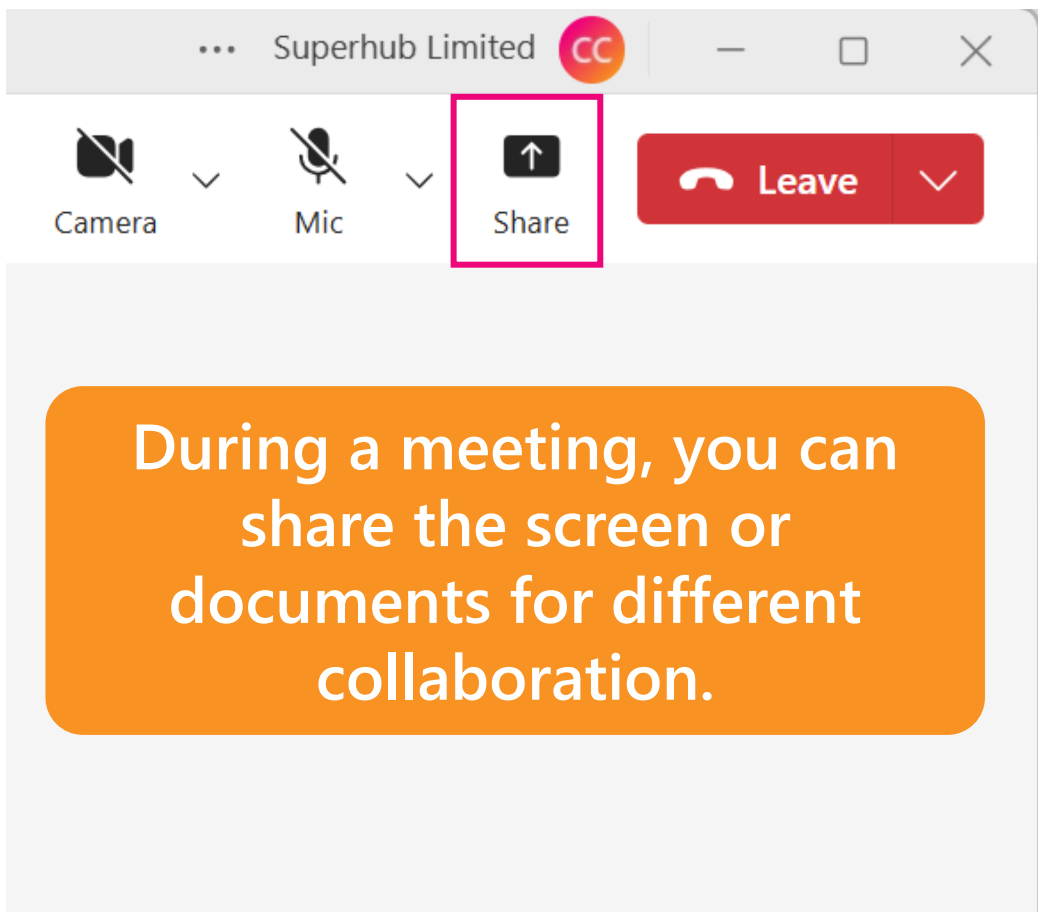


“Chat”, “Raise” and “React” allows you to communicate with presenter or attendees without disturbing them



Meeting Features- Share Screen

MICROSOFT TEAMS – TEAMS MEETING

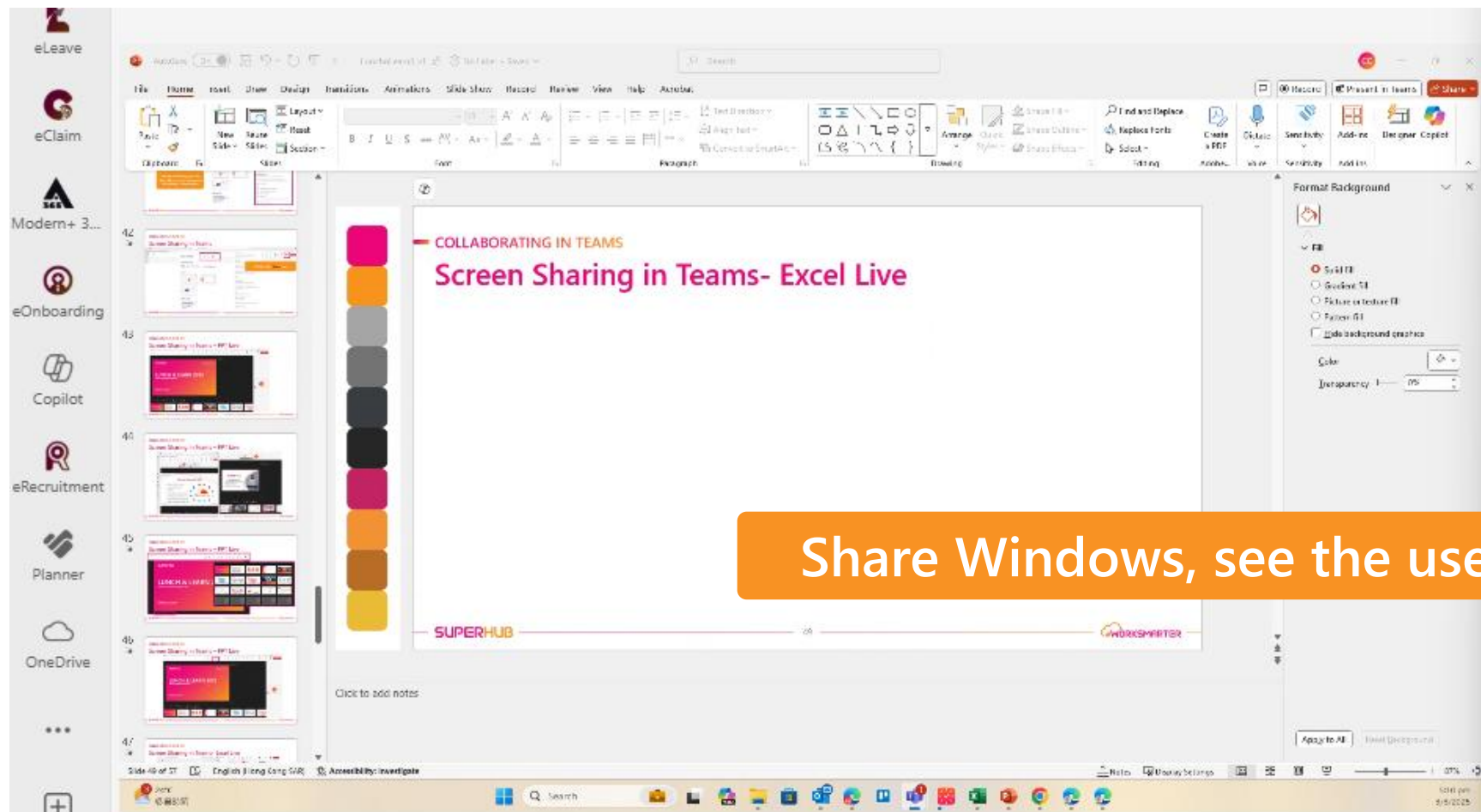


- PowerPoint Live**
See your notes, slides, and audience while you present.
- Outlook_Training_English_Oct2023
 - WorkshopDeck_v1
 - Copilot
 - DEC002 - Onboarding Deck(v4.0)
 - 240127 - Copilot Service Design Framework
 - MicrosoftTeamsVoiceTrainingDec2023 (v4)
 - Admin & User Training
 - SHAREPOINT - Landing page_01162023
- [Show more](#)
- Collaborate Live**
Share a file that everyone can work on together.
- Engineering Team - 2023 Vacation Plan
Training- Copilot Introduction-20240207_15014...
 - 2023 VIP_v2
 - CopilotGuide_Feb2024(v1)
 - CO Team Weekly Worklog
 - Activity_Master
 - My Notes
 - Corporate_GuideBook_Template_202308 1 - ...
- [Browse OneDrive](#)
- [Browse my computer](#)



- Meeting Features- Share Screen

MICROSOFT TEAMS – TEAMS MEETING



Share Windows, see the user screen directly.

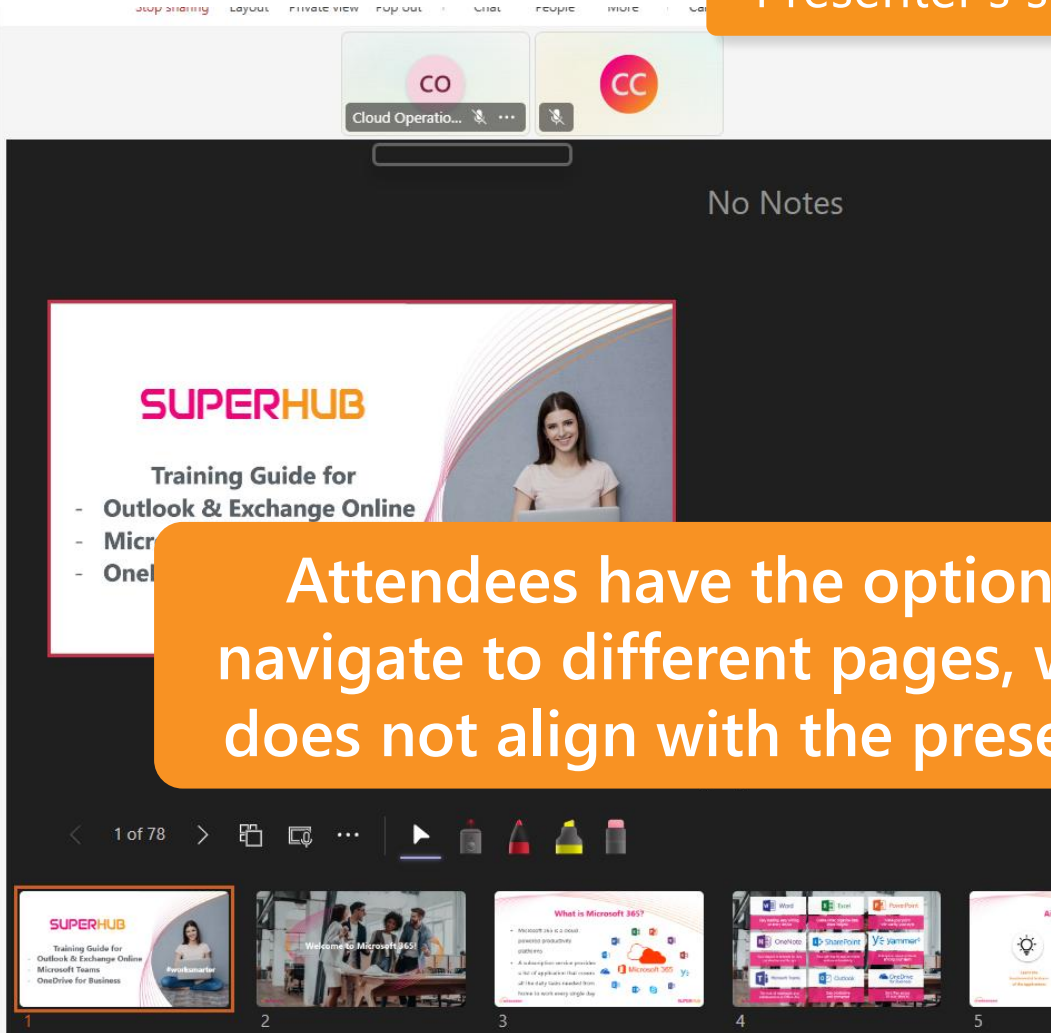
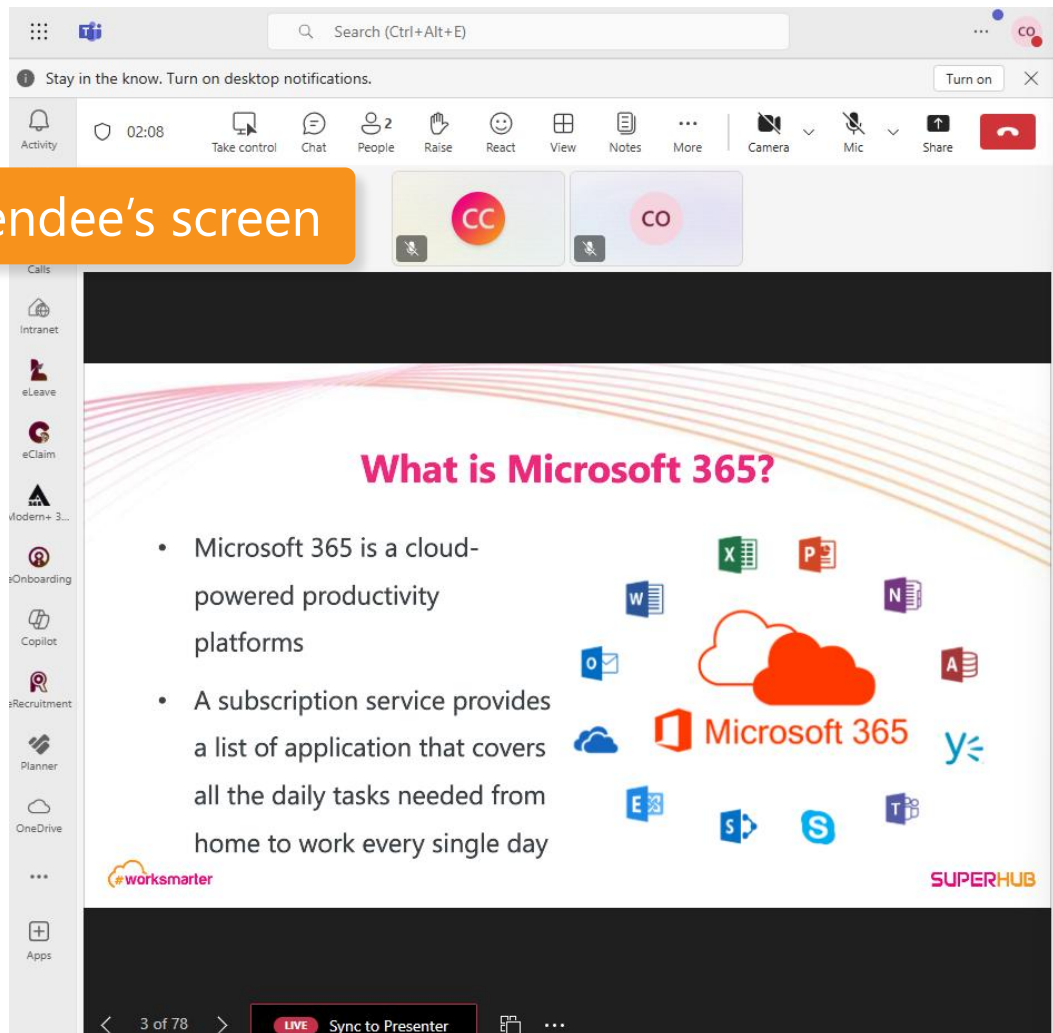


Meeting Features- Share Screen

MICROSOFT TEAMS – TEAMS MEETING

Presenter's screen

Attendee's screen





Meeting Features- Share Screen

MICROSOFT TEAMS – TEAMS MEETING

Language changes detected. Please restart Teams to see the change.

00:48

Take control Pop out Chat People Raise React View Notes Apps More Camera

Attendees have the option to navigate to different pages, which does not align with the presenter.

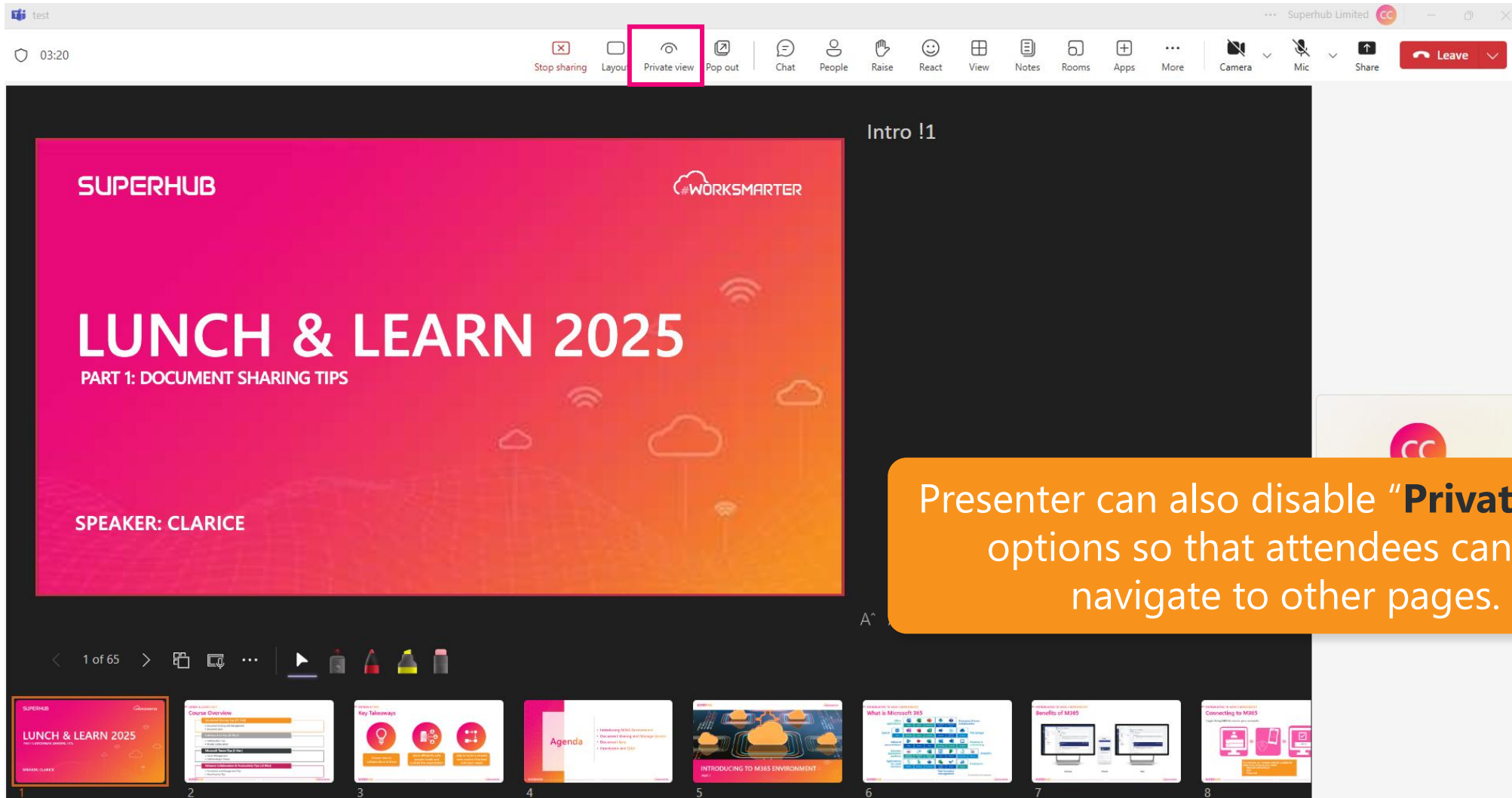
SPEAKER: CLARICE

1 of 65



Meeting Features- Share Screen

MICROSOFT TEAMS – TEAMS MEETING



Presenter can also disable “**Private View**” options so that attendees can not navigate to other pages.



Meeting Features- Share Screen

MICROSOFT TEAMS – TEAMS MEETING

The screenshot shows a Microsoft Teams meeting interface. On the left, the meeting controls are visible, including 'Stop sharing', 'Pop out', 'Chat', 'People', 'Raise', 'React', 'More', 'Camera', 'Mic', and 'Share'. The main area displays a shared Excel spreadsheet titled 'global_superstore_20161'. The spreadsheet has columns for Order Date, Ship Date, Ship Mode, Customer ID, Customer Name, Segment, Postal Code, and City. A red box highlights a cell in the 'Customer Name' column, which is being edited by a participant. The 'Participants' list on the right shows 'Clarice Chan (SUPERHUB) Organizer' and 'Cloud Operation (SUPERHUB)'. A red box also highlights the 'Share' button in the top right corner of the meeting interface.

Order Date	Ship Date	Ship Mode	Customer ID	Customer Name	Segment	Postal Code	City
55	1/6/2022	1/10/2022	Standard Class	KM-1666027	Patrick O'Donnell	Consumer	Huadian
91	1/8/2022	1/12/2022	Second Class	NF-1859527	Nicole Fjeld	Home Office	Kunming
120	1/10/2022	1/11/2022	Calibri (...	11	B		Nanning
121	1/10/2022	1/11/2022	First Class	PO-1886527	Patrick O'Donnell	Consumer	Nanning
341	1/25/2022	1/27/2022	First Class	LW-1721527	Luke Weiss	Consumer	Wuxi
378	1/27/2022	2/1/2022	Standard Class	KN-1645027	Kean Nguyen	Corporate	Jinan
385	1/27/2022	2/1/2022	Standard Class	PO-1886527	Patrick O'Donnell	Consumer	Shenzhen
428	1/31/2022	2/6/2022	Standard Class	SF-2020027	Sarah Foster	Consumer	Chongqing
439	2/1/2022	2/5/2022	Second Class	DK-1315027	David Kendrick	Corporate	Chongqing
451	2/1/2022	2/3/2022	Second Class	SP-2065027	Stephanie Phelps	Corporate	Yingcheng
458	2/2/2022	2/5/2022	First Class	ES-1408027	Erin Smith	Corporate	Yunyang
459	2/2/2022	2/5/2022	First Class	ES-1408027	Erin Smith	Corporate	Yunyang
460	2/2/2022	2/5/2022	First Class	ES-1408027	Erin Smith	Corporate	Yunyang
461	2/2/2022	2/5/2022	First Class	ES-1408027	Erin Smith	Corporate	Yunyang
462	2/2/2022	2/5/2022	First Class	ES-1408027	Erin Smith	Corporate	Yunyang
485	2/3/2022	2/8/2022	Standard Class	TS-2116027	Theresa Swint	Corporate	Zunyi
506	2/7/2022	2/13/2022	Standard Class	DB-1366027	Duane Benoit	Consumer	Zhenjiang
507	2/7/2022	2/13/2022	Standard Class	DB-1366027	Duane Benoit	Consumer	Zhenjiang
518	2/8/2022	2/13/2022	Standard Class	BP-1109527	Bart Pistole	Corporate	Jiangmen
519	2/8/2022	2/13/2022	Standard Class	BP-1109527	Bart Pistole	Corporate	Jiangmen
566	2/10/2022	2/13/2022	Second Class	ME-1801027	Michelle Ellison	Corporate	Wuhan
623	2/14/2022	2/18/2022	Standard Class	TG-2131027	Toby Gnade	Consumer	Anshan
624	2/14/2022	2/18/2022	Standard Class	TG-2131027	Toby Gnade	Consumer	Anshan

With Excel Live, both presenter and attendees can **edit** the Excel together without opening the document

Meeting Features- Share Screen

MICROSOFT TEAMS – TEAMS MEETING

The screenshot shows a Microsoft Teams meeting interface. On the left, a sidebar displays navigation options like Activity, Calendar, Calls, and Intranet. The main area shows a meeting with two participants (CO and CC) and a shared document titled 'global_superstore_20161.xlsx'. The document is currently locked, with a message: "You don't have access to this file. Request access".

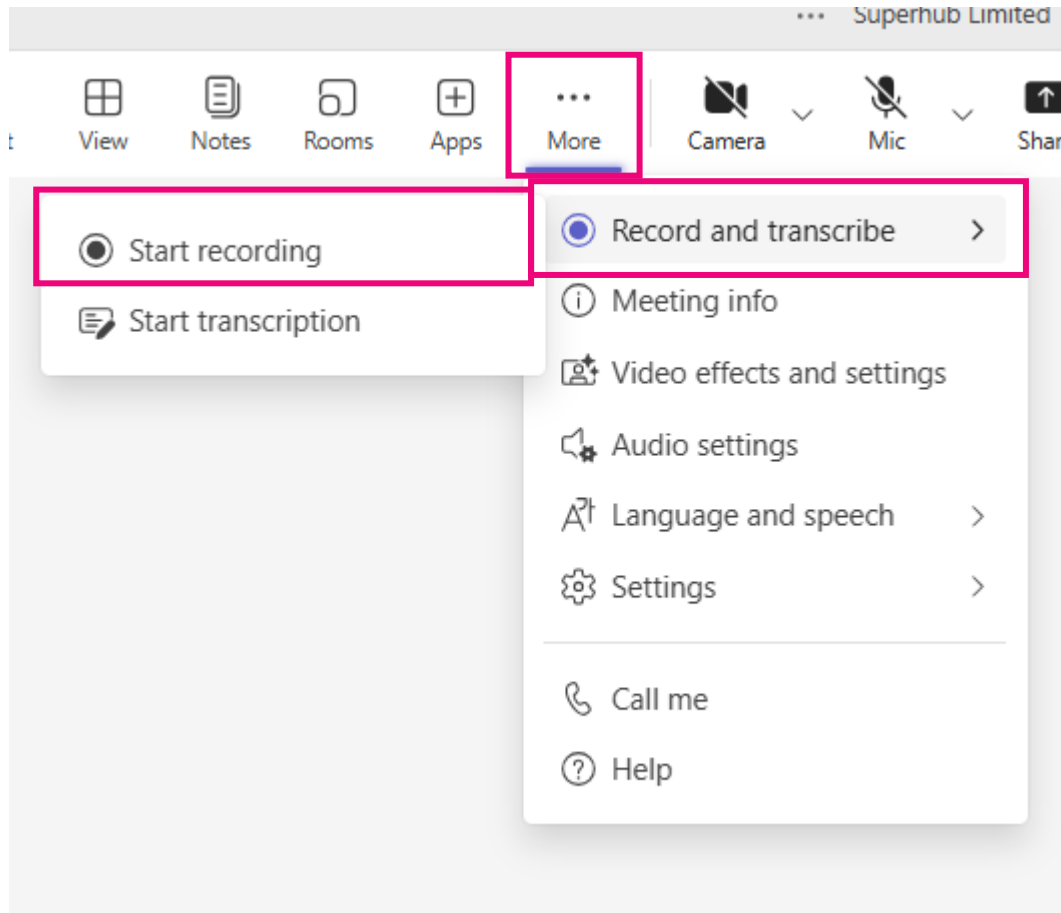
The shared document is an Excel spreadsheet with the following data:

Order ID	Order Date	Ship Date	Ship Mode	Ship Mode	Customer ID	Customer Name	Segment	Postal Code	City	State	Country
55	6/1/2022	10/1/2022	Standard Class	KM-1666027	Patrick O'Donnell	Consumer		Huadian	Jilin	China	
91	8/1/2022	12/1/2022	Second Class	NF-1859527	Nicole Fjeld	Home Office		Kunming	Yunnan	China	
120	10/1/2022	11/1/2022	First Class	PO-1886527	Patrick O'Donnell	Consumer		Nanning	Guangxi	China	
121	10/1/2022	11/1/2022	First Class	PO-1886527	Patrick O'Donnell	Consumer		Nanning	Guangxi	China	
341	25/1/2022	27/1/2022	First Class	LW-1721527	Luke Weiss	Consumer		Wuxi	Hunan	China	
378	27/1/2022	1/2/2022	Standard Class	KN-1645027	Kean Nguyen	Corporate		Jinan	Shandong	China	
385	27/1/2022	1/2/2022	Standard Class	PO-1886527	Patrick O'Donnell	Consumer		Shenzhen	Guangdong	China	
428	31/1/2022	6/2/2022	Standard Class	SF-2020027	Sarah Foster	Consumer		Chongqing	Chongqing	China	
439	1/2/2022	5/2/2022	Second Class	DK-1315027	David Kendrick	Corporate		Chongqing	Chongqing	China	
451	1/2/2022	3/2/2022	Second Class	SP-2065027	Stephanie Phelps	Corporate		Yingcheng	Hubei	China	
458	2/2/2022	5/2/2022	First Class	ES-1408027	Erin Smith	Corporate		Yunyang	Henan	China	
459	2/2/2022	5/2/2022	First Class	ES-1408027	Erin Smith	Corporate		Yunyang	Henan	China	
460	2/2/2022	5/2/2022	First Class	ES-1408027	Erin Smith	Corporate		Yunyang	Henan	China	
461	2/2/2022	5/2/2022	First Class	ES-1408027	Erin Smith	Corporate		Yunyang	Henan	China	
462	2/2/2022	5/2/2022	First Class	ES-1408027	Erin Smith	Corporate		Yunyang	Henan	China	
485	3/2/2022	8/2/2022	Standard Class	TS-2116027	Theresa Swint	Corporate		Zunyi	Guizhou	China	
506	7/2/2022	13/2/2022	Standard Class	DB-1366027	Duane Benoit	Consumer		Zhenjiang	Jiangsu	China	
507	7/2/2022	13/2/2022	Standard Class	DB-1366027	Duane Benoit	Consumer		Zhenjiang	Jiangsu	China	
518	8/2/2022	13/2/2022	Standard Class	BP-1109527	Bart Pistole	Corporate		Jiangmen	Guangdong	China	
519	8/2/2022	13/2/2022	Standard Class	BP-1109527	Bart Pistole	Corporate		Jiangmen	Guangdong	China	
566	10/2/2022	13/2/2022	Second Class	ME-1801027	Michelle Ellison	Corporate		Wuhan	Hubei	China	

A blue callout box contains the following text: **Note:** Attendees will need to have the permission to access document in order to see it.

Meeting Features- Recording/ Transcript

MICROSOFT TEAMS – TEAMS MEETING



Recording and transcription can be found in the meeting chat, or in the host OneDrive

- Yesterday 10:19 am Recording has stopped.
- Yesterday 10:19 am Recording has been saved to Clarice Chan (SUPERHUB)'s OneDrive
- Yesterday 10:20 am Meeting started
- Yesterday 10:20 am Clarice Chan (SUPERHUB) started recording to the cloud
- Yesterday 11:42 am Clarice Chan (SUPERHUB) stopped recording.
- Yesterday 11:43 am Meeting ended: **1h 22m 49s**

Training Recording

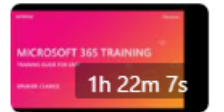
Wednesday, 28 May 2025 10:00 am - 12:00 pm



View recap

1 speaker

Transcript



- Yesterday 11:45 am Recording has been saved to Clarice Chan (SUPERHUB)'s OneDrive

Note: Ensure to "Stop Recording" before leaving the meeting

Meeting Features- Video Effects

MICROSOFT TEAMS – TEAMS MEETING

The screenshot shows the Microsoft Teams meeting interface. At the top, there is a toolbar with icons for Chat, People, Raise, React, View, Notes, Rooms, Apps, and a 'More' button (three dots) which is highlighted with a red box. A red arrow points from this 'More' button to a central orange callout box. Below the toolbar, a dropdown menu is open, listing various options: Record and transcribe, Meeting info, Video effects and settings (highlighted with a red box), Audio settings, Language and speech, Settings, Call me, and Help. To the right, the 'Video effects and settings' panel is open, showing a grid of background images and filter options. The panel includes sections for Backgrounds, Green Screen Settings, and Filters. A 'Preview' button and an 'Apply and turn on video' button are visible at the bottom of the panel.

test Superhub Limited

Chat People Raise React View Notes Rooms Apps More

Camera Microphone Share Leave

Video effects and settings

Video effects Avatars Settings

Backgrounds

None Standard blur Add new

None

Filters

None

Frames Styles Snapchat Maybelline

Others won't see your video while you preview.

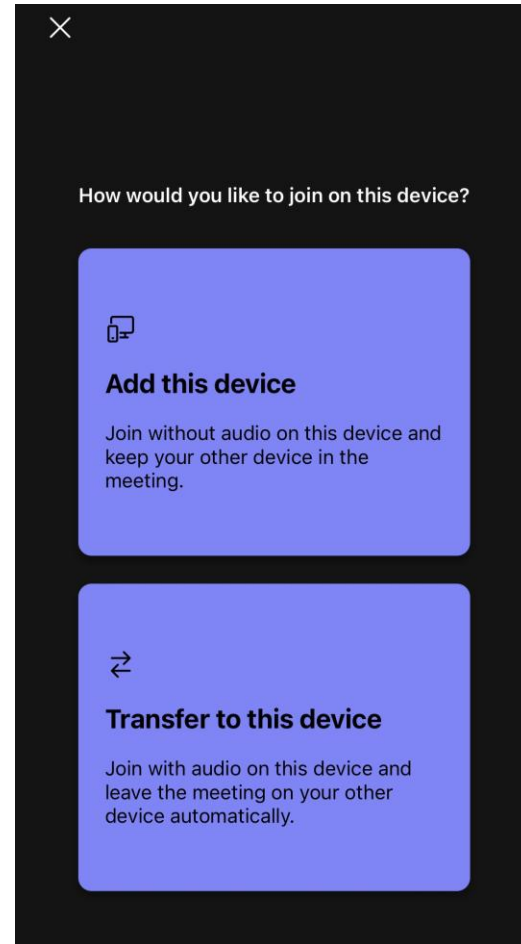
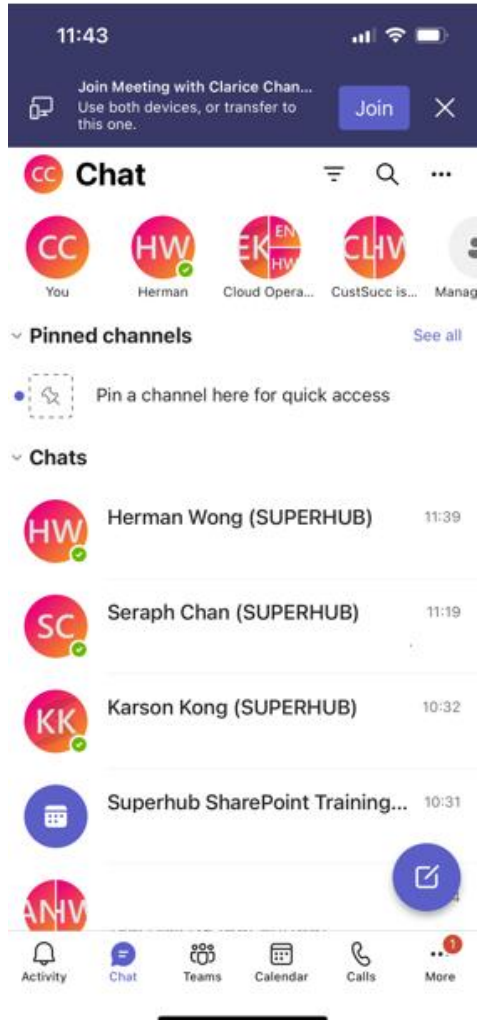
Preview

Apply and turn on video

1. Select "More" and select "Effects and Avatars"

Meeting Features- Transfer Between Device

MICROSOFT TEAMS – TEAMS MEETING



There are 2-options available.

Add this Device	Add your mobile as a second device, while you remain in the meeting on your computer
Transfer to this Device	Transfer the meeting to your mobile device with no delays



Meeting Features- Transfer Between Device

MICROSOFT TEAMS – TEAMS MEETING

The screenshot shows the Microsoft Teams interface during a call. At the top, a notification bar states: "You're in a call with DemoPC (SUPERHUB) on another device. Want to join on this one?" with a "Join call" button. The main interface is divided into sections: "Calls Personal" with a search bar "Type a name or number", a "History" tab, and a "Speed dial" section with a contact "SUPERHUB Support (External)". The central area displays a confirmation message: "You're already in this call on another device." Below this message are two options: "Add this device" (Join muted and keep your other device in the call.) and "Transfer to this device" (Use this device for the call instead.).

If your meeting started on your mobile, you could also transfer it back to your computer.
The same options are available.



Meeting Features- Transfer Between Device

MICROSOFT TEAMS – TEAMS MEETING

You're in a call with DemoPC (SUPERHUB) on another device. Want to join on this one? Join call

Calls Personal View contacts

Type a name or number

History All Missed Incoming Voicemail Speed dial

Microsoft Teams Superhub Limited

You're already in this call on another device.

- Add this device**
Join muted and keep your other device in the call.
- Transfer to this device**
Use this device for the call instead.

SUPERHUB Support (External)

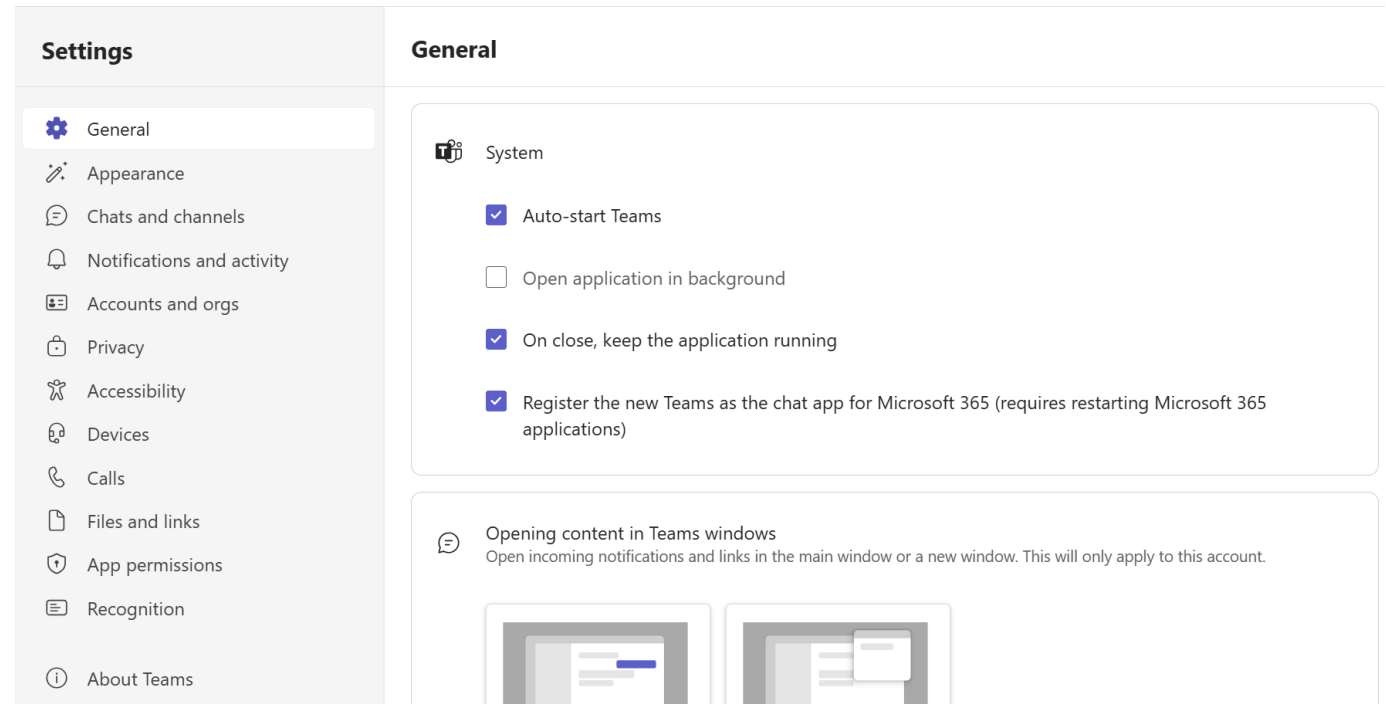
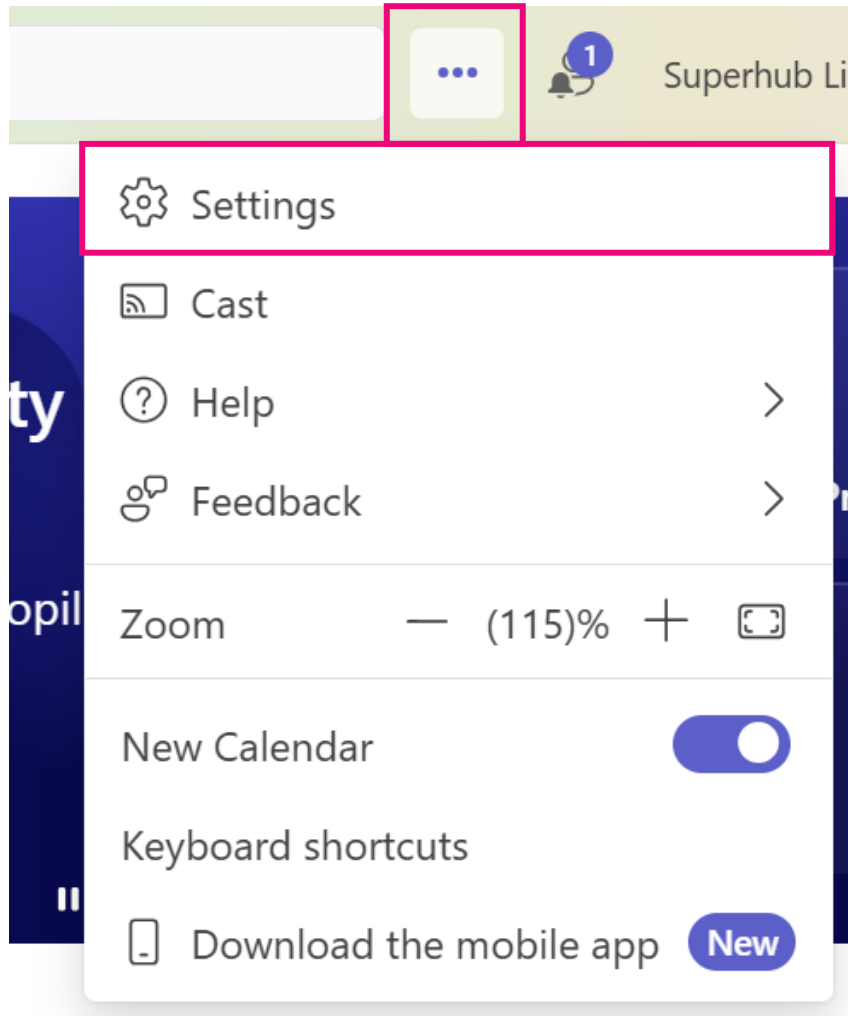
If your meeting started on your mobile, you could also transfer it back to your computer.
The same options are available.



TEAMS SETTINGS

Teams Settings

MICROSOFT TEAMS – TEAMS MEETING






Teams Settings

MICROSOFT TEAMS – TEAMS MEETING

Notifications and activity

General

 Mute all notifications (except for calls and meetings) Off

Always allow urgent and priority contact notifications

Sound

- Play sounds with notifications
- Play sounds with urgent and priority contact notifications
- Play sounds with incoming calls, requests to join, and meeting start notifications
- Play sounds when I'm busy or in a meeting

Default

Default

Disable this to get notifications for everything.



Teams Settings

MICROSOFT TEAMS – TEAMS MEETING

Set to show “Activity and Banner” to ensure you get notify for all shown channels.



Posts in all shown channels

Show in Activity and banner



Include replies



Teams Settings

MICROSOFT TEAMS – TEAMS MEETING

Settings

- General
- Appearance
- Chats and channels
- Notifications and activity
- Accounts and orgs
- Privacy**
- Accessibility
- Devices
- Calls

Privacy

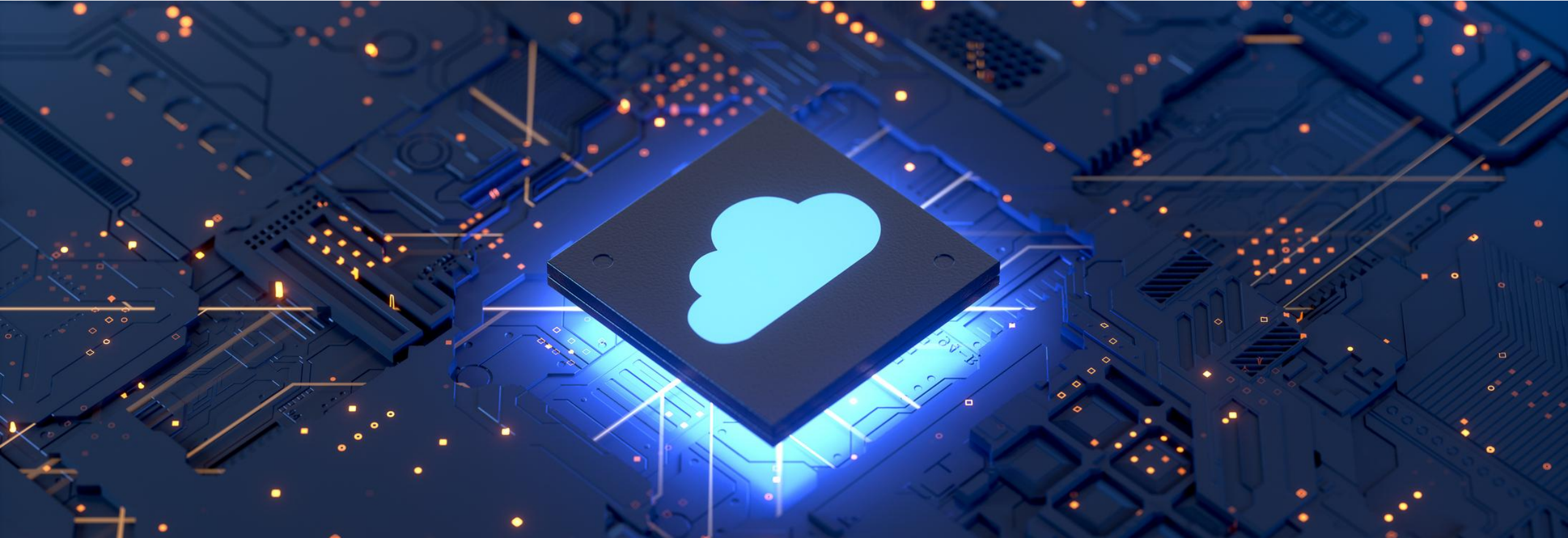
Manage my work location
Automatically setting your work location has been turned off by your IT department. [Learn more](#)
Your work location will be shared with Places and Outlook. Manage more preferences in Outlook. [Open Outlook work hours and location settings](#)

Do not disturb
You can still receive notifications from people who have priority access when your status is set to Do not disturb. [Manage priority access](#)

Set my status to do not disturb when I'm sharing my screen
Turning this setting off will change your status to busy and let you receive calls, as well as urgent and priority contact notifications.

Blocked contacts [Edit blocked contacts](#)

Under “Do not Disturb” (Privacy Settings) you can set the priority list that can bypass the DND status



CONCLUSION AND Q&A

PART 3



Key Takeaways



Have a better understanding about the Microsoft Application



Understand when to use what



Able to utilize these skills to #worksmarter and productively

THANK YOU

THANK YOU FOR YOUR TIME TO ATTEND THE TRAINING TODAY.

IT WOULD BE MUCH APPRECIATED IF YOU WOULD TAKE ~3 MINUTES TO ANSWER A FEW QUESTIONS TO HELP US IMPROVE OUR SERVICES IN THE FUTURE.

PLEASE SCAN THE QR CODE TO REDIRECT TO THE MICROSOFT FORMS PAGE.

IF YOU HAVE ANY QUESTIONS, PLEASE FEEL FREE TO CONTACT US AT:
CUSTOMERSUCCESS@SUPERHUB.COM.HK

SUPERHUB Service Feedback Form



THANK YOU

+852 2353 1445

customersuccess@superhub.com.hk

superhub.com.hk

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